

**FOR THE STUDENTS OF AGRICULTURAL
POLYTECHNICS**

COMMUNICATION SKILLS IN ENGLISH

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Preface

I appreciate the sincere efforts of the author in bringing out the **“Resource book for communication skills”** with technically sound and scientifically strong in language which is indispensable for student community especially in the current era of modern scenario. Effective language is always a must to translate our ideas and thoughts rightly and aptly into actions. Particularly the book is most immensely useful to the students hailing from rural background in particular and to those who are from vernacular systems of learning right from their primary level of education. Fundamentals of the language are of paramount importance which is well defined and every effort is made to make it intelligible by various examples and exercises to even an average student. However, it is a fact that language cannot be learnt only through reading and writing but always with constant practice. The book is sure to meet this need in view of its contents designed in such a way as to help even the beginners of learning English.

In the present day society, despite the importance of mother tongue, English language can't be ignored simply because of its exotic origin. All the scientific and technical advancement of the universe is being documented in English version only.

Fluency, perfection with an accent and pronunciation claim significant consideration to be on top priority in certain activities like group discussion and interface. In other words all round development is quite possible with personality development and with effective communication skills. The book will certainly cater to the needs of the students aspiring to learn right from basics of the language. If we can't transmit our ideas and thoughts effectively to the others who do not know our mother tongue, what else is left for interaction? Hence, the student community may find this book most useful for equipping themselves with required knowledge in English language which may ultimately fetch them multiple advantages one of them being their academic pursuits.

VICE-CHANCELLOR

Preface

I am greatly delighted to hear that the book entitled communication skills in English has ultimately taken shape in the larger interests of the student community in particular and to all its readers in general. In view of globalization and privatization of various sectors in the world, the importance of English language gained its vast significance and it is an essential commodity to the present world. Despite mother tongue, English language and fluency over it is a must to gain job and survival in the present social set up. Due exodus of many students to the other countries for want of placements where they are offered substantial salaries, it is a must for them to have a basic knowledge in English language. To get through interviews and through interviews and group discussions, language is needed for which the present book serves as a resource book. To exhibit immaculate performance, a student needs vocabulary with basic knowledge of English grammar. The present book definitely meets the demand of the students interested in learning English language, through this book as its contents are most relevant and useful with day to day examples.

Most of the Agricos are from rural background and pursue their education through vernacular background. Suddenly they experience a large vacuum with English and comprehend the essentials of the language so as to enable them to gain confidence by wiping out inferiority complex.

I congratulate the author for sincere endeavor in bringing out this most useful book and wish him the best of luck.

Dean of Agriculture

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INTRODUCTION

ఈ రోజు సమాజంలో నిత్యావసర వస్తువుల్లో ఒకటిగా తయారయింది ఇంగ్లీష్. ఆంగ్లం రానివారు ఆత్మస్థాయిర్యంతో ముందుకు దూసుకుపోలేక పోతున్నారు. ప్రపంచ విజ్ఞానం ఆంగ్ల భాషతోనే ముడిపడివుంది. శాస్త్ర, సాంకేతిక రంగాల్లో వచ్చిన పెనుమార్పులు ఇంగ్లీష్ భాష ఆవశ్యకతను వేగిరపరుస్తున్నాయి.

- ◆ మూడునెలలపాటు రోజుకు రెండు గంటలు క్రమం తప్పకుండా శ్రదాశక్తులతో శ్రమిస్తే చక్కటి ఇంగ్లీష్ లో మాట్లాడగలరు.
- ◆ ఒక భాష నేర్చుకోవడమే కాదు. దానిని నిత్యం ఏదో ఒక విధంగా వాడుకలో ఉంచాలి. తెలిసిన చిన్న చిన్న పదాలను, వాక్యాలనూ, వాడుతూ క్రమక్రమంగా వాటి సంఖ్యను పెంచుకుంటూపోవాలి.
- ◆ వీలున్నంతవరకు ఇంగ్లీష్ మాట్లాడే సందర్భాలను కల్పించుకోవాలి.
- ◆ ప్రయత్నాన్ని బట్టి ఫలితం ఉంటుంది. కృషిని నమ్ముకున్న వాడి వెన్నంటే విజయం ఉంటుంది. ప్రపంచంలో ఏదీ అసాధ్యంకాదనేవాడు నెపోలియన్. ఒక వ్యక్తికి సాధ్యమైంది ప్రతి వ్యక్తికీ సాధ్యమేనంటాడు జిడ్డు కృష్ణమూర్తి.
- ◆ ఏ రంగంలోనైనా పైకి రావాలంటే వ్యక్తి ముందు బద్ధకాన్ని, సోమరితనాన్ని వదిలివేయాలి. వాయిదాల పద్ధతిని వెలివేయాలి.
- ◆ డా॥ యలమందారెడ్డి గారు చెప్పినట్టుగా లక్ష్యం పట్ట న్నప్పత లోపిస్తే సంకల్పం జావగారిపోతుంది. నిరంతర శ్రమ, కఠోర దీక్ష, ధృఢచిత్తం, క్రమబద్ధమైన ప్రణాళిక, ఆత్మవిశ్వాసము ఇవన్నీ విజయానికి గీటురాళ్ళు.
- ◆ మన ప్రయత్నాన్ని ఆపనంతవరకు ఏ ఓటమీ తుది ఓటమి కాదు. ఆశించిన ఫలితాలు వెంటనే కనబడకపోతే నిరుత్సాహపడకూడదు.
- ◆ ఎగిసే కెరటంలా, గలగలా పారే సెలయేటిలా, జోరుగా, చలాకిగా హుషారుగా ఉండాల్సిన యువత భవిష్యత్ గురించి ఆలోచనతో భయం భయంగా మనుగడ సాగించడం ఎంతో బాధాకరం. దీనికి చాలినంత ఆత్మస్థాయిర్యం లేకపోవడమే కారణం.

ప్రత్యేకంగా గ్రామీణ ప్రాంతంనుండి వచ్చి ఉద్యోగాన్వేషణలో ఉన్న యువతకు, తెలుగు మాధ్యమంగా చదివి ఉన్నత విద్యాభ్యాసానికై నగరానికి, పట్టణాలకు వచ్చిన విద్యార్థినీ విద్యార్థులకు ఆంగ్లము ఒక సమస్యగా పరిణమిస్తుంది. ఈ సమస్యనధిగమించుట కొరకు సరిపడా భాషాజ్ఞానాన్ని అందించేందుకు ఈ పుస్తకము ఉపయోగపడుతుంది.

1. PARTS OF SPEECH

మనం ఏ భాషలోనైనా వ్రాయాలన్నా, మాట్లాడాలన్నా ముందుగా కావల్సింది words. ఆ తరువాత word order తెలియాలి. వాక్యంలో ఏ పదం ఏ క్రమంలో వస్తుందో తెలుసుకోవాలి. అప్పుడు మాత్రమే మనం ఆ భాషను మాతృభాషను ఉపయోగించే వారిలాగా ఉపయోగించగలుగుతాము.

ఇంగ్లీష్ భాషలో నేడు సాంకేతిక పదజాలంతో కలిపి దాదాపు పది లక్షల పదాలున్నాయి. ఈ పదాలన్నింటిని మనం రెండు రకాలుగా విభజించవచ్చు. అవి:

i) Minor word-classes

Auxiliary Verbs	:	am, is, was, are, were, can, could, may, might, have, has, had, etc.
Determiners	:	a, an, the, this, that, these, those, either, some, etc.
Prepositions	:	of, on, at, in from, in front of, etc.
Conjunctions	:	and, but, that, when, although, etc.
Interjections	:	oh, ah, ough, alas, etc.

ఈ గ్రూపులోని పదాలను మనం సాధారణంగా విస్తరించలేము. ఈ గ్రూపుకు కొత్త పదాలను చేర్చలేము. కనుక వీటిని closed set items అని కూడా అంటారు. ఇవి fixed గా ఉంటాయి. అంటే వీటి సంఖ్య పెరగదు, తరగదు.

ii) Major word-classes

Nouns	:	Krishna, Sita, house, confidence, etc.
Adjectives	:	clever, big, round, white, etc.
Main Verbs	:	want, decide, go, take, etc.
Adverbs	:	speedily, beautifully, quite, very, etc.

మనం ఈ గ్రూపును తేలికగా విస్తరించవచ్చు. కొత్త పదాలను సృష్టించి ఈ గ్రూపును పెంచవచ్చు. అందువలననే వీటిని open set items అని కూడా అంటారు. ఉదాహరణకి computer ను కనిపెట్టక ముందు ఈ గ్రూపులో computer, computerize, computerization అనే పదాలు ఉండేవి కావు. ఆ తరువాత ఇవి ఈ గ్రూపులోకి చేరాయి. వీటి సంఖ్య fixed కాదు. అంటే పాతవి వాడుకలోంచి తొలిగిపోనూవచ్చు, కొత్తవి చేరనూవచ్చు.

Word-classes సు parts of speech (భాషాభాగములు) అని కూడా అంటారు. మనం ఇప్పుడు ఈ word classes లో ఒక్కొక్క item గురించి వివరంగా తెలుసుకుందాం.

1.1 NOUN (నామనాచకము)

Noun: Any naming words are nouns. Nouns may be the names of human beings, other living beings, places, things, substances, qualities, feelings or ideas. పేర్లను తెలియజేసే పదాలేనైనా nouns అవుతాయి. Nouns మనుష్యుల పేర్లనో, ఇతర ప్రాణుల పేర్లనో, స్థలాల పేర్లనో, వస్తువుల పేర్లనో, పదార్థాల పేర్లనో, గుణాల పేర్లనో, భావావేశాల పేర్లనో, సంఘటనల పేర్లనో, లేక ఆలోచనల పేర్లనో తెలియజేస్తాయి.

వీటన్నిటికీ కొన్ని ఉదాహరణలను పరిశీలిద్దాం.

- a. **Names of human beings** మనుష్యుల పేర్లు:- infant: శిశువు, child: బిడ్డ, boy: బాలుడు, girl: బాలిక, man: మనిషి, woman: స్త్రీ, Raju: రాజు, Devi: దేవి.
- b. **Names of other living beings** ఇతర ప్రాణుల పేర్లు:- animal: జంతువు, bird: పక్షి, insect: కీటకం, snake: పాము, cobra: త్రాచుపాము, dog: కుక్క, sparrow: పిచ్చుక, cockroach: బొడ్డింక, ant: చీమ.
- c. **Names of places** స్థలాల పేర్లు:- hamlet: కుగ్రామం, పల్లె, village: గ్రామం, mandal: మండలం, town: పట్టణం, city: నగరం, state: రాష్ట్రం, country: దేశం, continent: ఖండం, world: ప్రపంచం, Gollapudi: గొల్లపూడి, Kothagudem: కొత్తగూడెం, India: ఇండియా.
- d. **Names of things** వస్తువుల పేర్లు:- bench: బల్ల, fan: పంఖా, watch: గడియారం, house: ఇల్లు, hill: గుట్ట, gun: తుపాకి, spoon: చెంచా, plate: పళ్ళెం, saucer: సాసరు.
- e. **Names of substances** పదార్థాల పేర్లు:- sugar: పంచదార, rice: బియ్యం, అన్నం, వరి, flour: పిండి, milk: పాలు, water: నీళ్ళు, blood: రక్తం, air: గాలి, oxygen: ప్రాణవాయువు, nitrogen: నత్రజని.
- f. **Names of qualities** గుణాల పేర్లు:- goodness: మంచితనం, badness: చెడ్డతనం, sweetness: తీపి, bitterness: చేదు, bravery: ధైర్యం, cowardice: పిరికితనం, honesty: నిజాయితీ.
- g. **Names of feelings** భావావేశాల పేర్లు:- anger: కోపం, hatred: అసహ్యం, affection: ప్రేమ

h. Names of events సంఘటనల పేర్లు:- The French Revolution: ఫ్రెంచ్ విప్లవం, The Battle of Kalinga: కళింగ యుద్ధం, The First World War: మొదటి ప్రపంచ యుద్ధం, Diwali: దీపావళి.

i. Names of ideas ఆలోచనల పేర్లు:- communism: సామ్యవాదం, idealism: భావవాదం/ఆదర్శవాదం, Romanticism: కాల्పనిక వాదం, socialism: సమాజవాదం, physics: భౌతిక శాస్త్రం, chemistry: రసాయనిక శాస్త్రం.

A. Kinds of Nouns

We may classify nouns into five kinds as (a) Proper nouns (b) Common nouns (c) Material nouns (d) Collective nouns and (e) Abstract nouns. (ఎ) విశేష నామాలు (బి) సామాన్య నామాలు (సి) రాశి నామాలు (డి) సమూహ నామాలు (ఇ) ఆమూర్త నామాలు అని nouns ఐదు రకాలుగా వర్గీకరించబడ్డాయి.

a. Proper nouns: These are the names of particular persons, places, days, months, festivals, magazines, languages or events. ప్రత్యేకంగా ఒకే ఒక్క మనిషికి కాని, స్థలానికి కాని, రోజుకు కాని, నెలకు కాని, పండుగకు కాని, పత్రికకు కాని, భాషకు కాని, సంఘటనకు కాని చెందే పేర్లను proper nouns (విశేష నామాలు) అంటారు.

eg: Ranga, Hyderabad, Monday, July, Diwali, Vaartha, English, The Kalinga Battle.

NOTE:- ABCDEFGHIJKLMNOPQRSTUVWXYZ అను print capital letters అంటారు. abcdefghijklmnopqrstuvwxyz అను print small letters అంటారు.

We use a capital letter to start the first word of every sentence. ప్రతి వాక్యంలోని మొదటి పదాన్ని capital letter తో ప్రారంభించాలి.

Her car is white. Their house is very small.

Names of particular persons, places, days, months, festivals, public holidays, magazines, languages, events, titles and nations should be written with an initial capital letter wherever they may come in a sentence. నిర్దిష్ట వ్యక్తుల, స్థలాల, రోజుల, నెలల, పండుగల, సెలవు దినాల, పత్రికల, సంఘటనల, భాషల, బిరుదుల, జాతుల పేర్లు వాక్యాలలో ఎక్కడ వచ్చినా సరే వాటి మొదటి అక్షరాన్ని capital letter తోనే వ్రాయాలి.

I met **K**ishna yesterday.

He has been living in **D**elhi for six years.

She came here on **Monday**.
We bought a car in **November**.
I give them gifts on **Christmas**.
Robert died on **Good Friday**.
I take **Suprabhatam** regularly.
He is good at **Telugu**.
I met **Mr.Rao** yesterday.
He wrote a book about the **French**.

Note:- పుస్తకాల పేర్లలో అన్ని ముఖ్య పదాలలోని మొదటి అక్షరాన్ని **print capital letter** తోనే వ్రాయాలి. ఒక పుస్తకం పేరులో ఉన్న **nouns, adjectives, verbs** మాత్రమే ముఖ్య పదాలవుతాయి.

The Way of the World.

Chapter headings లో ముఖ్య పదాలలోని మొదటి అక్షరాన్ని **print capital letter** తో కాని **print small letter** తో కాని వ్రాయవచ్చును.

The **Public Address System**/The public address system.
The **Management of the Economy**/The management of the economy.

b. Common nouns: Common nouns are the names given in common to all persons or things of the same class or kind. ఒకే తరగతికి చెందిన మనుష్యులందరికీ లేదా వస్తువులన్నింటికీ చెందే పేర్లను **common nouns** (సామాన్య నామాలు) అంటారు.

eg: teacher, boy, girl, city, country.

Tejendra is a teacher.

ఈ వాక్యంలో **Tejendra** అనే పదం **proper noun**, **teacher** అనే పదం **common noun** అవుతాయి. ఎందుకంటే **Tejendra** అనే **noun** ను నిర్దిష్ట వ్యక్తిని సూచించటానికి వాడతాం. కాని **teacher** అనే **noun** ను బోధన చేసే ఏ వ్యక్తిని సూచించటానికైనా వాడవచ్చును.

Hyderabad is a city.

ఈ వాక్యంలో **Hyderabad** అనే పదం **proper noun**, **city** అనే పదం **common noun** అవుతాయి. ఎందుకంటే **Hyderabad** అనే పదాన్ని ఒక నిర్దిష్ట నగరం పేరును సూచించటానికే వాడతాం. కాని **city** అని ఏ నగరానికైనా వాడవచ్చును.

Note:- Common nouns కు మనం పేర్లు పెడితే అవి **proper nouns** అవుతాయి. కొన్ని **common nouns** కే మనం పేర్లు పెడతాం. **River** అనేది **common noun**. ఒక **river** కు మనం

Ganga అని కాని Godavari అని కాని పేరు పెడతాం. Door అనే పదం కూడా common noun అవుతుంది. కాని doors కు మనం పేర్లు పెట్టం. Cities నగరాలు, mountains పర్వతాలు, rivers నదులు, days రోజులు, months నెలలు, books పుస్తకాలు మొదలైన వాటికే మనం పేర్లు పెడతాం.

Common nouns కి proper nouns కి ఉండే సంబంధం ఈ పట్టిక ద్వారా గమనించండి.

Common noun	Proper noun
City	Calcutta
mountain	Everest
day	Monday
month	August
book	Ramayana

c. Material nouns: Material nouns are the names of materials of substances which are not naturally divisible into separate objects. All solids, liquids and gases come under this category. విడివిడి వస్తువులుగా కాకుండా కుప్పగానో, ముద్దగానో, ప్రోగుగానో, ద్రవరూపంలోనో, వాయురూపంలోనో ఉండే పదార్థాల పేర్లను material nouns (రాశి నామాలు) అంటారు.

eg: rice: బియ్యం, sugar: పంచదార, sand: ఇసుక, clay: బంకమట్టి, mud: బురద, chalk: సుద్ద, flour: పిండి, wool: ఉన్ని, cotton: దూది, soup: పులుసు, water: నీరు, milk: పాలు, oxygen: ప్రాణవాయువు, nitrogen: నత్రజని.

d. Collective nouns: Collective nouns are the names of groups of people, animals, or things taken together. మనుష్యుల, జంతువుల లేదా వస్తువుల సమూహాలను తెలియజేసే nouns ను collective nouns (సమూహ నామాలు) అంటారు.

eg: committee: సభ్యుల బృందం, government: ప్రభుత్వం, army: సైన్యం, team: జట్టు, audience: ప్రేక్షకులు, crew: ఓడ లేదా విమాన సిబ్బంది, family: కుటుంబం, gang: ముఠా, navy: నౌకాదళం, staff: సిబ్బంది, jury: న్యాయమూర్తుల బృందం, crowd: గుంపు, herd: ఏనుగుల, జింకల లేదా పశువుల గుంపు, flock: మంద, mob: మూక, fleet: ఓడల సమూహం, bunch: గుత్తి, set: వస్తు సముదాయం, pack: పొట్లం.

Note:- We may use a singular verb or a plural verb after these nouns depending on the context. If we think of the group as a single body, that is, with everyone in the group acting as one, we should use a singular verb and if we think of all the individuals who make up the group, we should use a plural verb. సందర్భాన్ని బట్టి ఈ nouns తరువాత మనం singular verb ను కాని

plural verb ను కాని వాడవచ్చు. గ్రూపులోని వ్యక్తులందరు ఒకటిగా కలిసి పనిచేస్తే ఆ గ్రూపును సూచించే collective noun తరువాత singular verb ను ఉపయోగించాలి. గ్రూపులోని వ్యక్తులందరిని మనం విడివిడిగా పరిగణిస్తే ఈ nouns తరువాత మనం plural verb ను వాడాలి.

The committee is submitting its report tomorrow. కమిటీ రేపు రిపోర్టును సమర్పిస్తోంది. ఇక్కడ కమిటీలోని సభ్యులందరిని ఒకటిగా తీసుకోవటం జరిగింది. కనుక కమిటీ తరువాత singular verb ను ఉపయోగించాం.

The new government has announced its programme. కొత్త ప్రభుత్వం తన కార్యచరణను ప్రకటించింది. ఇక్కడ ప్రభుత్వంలోని వ్యక్తులందరినీ ఒకటిగా పరిగణించటం వలన government తర్వాత singular verb వచ్చింది.

The staff are scolding one another. సిబ్బందిని ఒకరిని ఒకరు తిట్టుకుంటున్నారు. ఇక్కడ staff లోని సభ్యులందరిని ఒకటిగా పరిగణించటంలేదు. కనుక staff తరువాత plural verb వచ్చింది

The team are fighting among themselves. జట్టులోని సభ్యులు తమలోతాముకొట్లాడుకుంటున్నారు.

ఇక్కడ team లోని సభ్యులందరిని ఒకటిగా పరిగణించటం జరగలేదు. కనుక team తరువాత plural verb వచ్చింది.

e. Abstract nouns: Abstract nouns are the names of qualities, states, events, ideas or feelings, which we cannot see or touch as they are not the real objects. భౌతికమైన ఉనికి లేకపోవటం వలన మనం చూడలేని, తాకలేని, గుణాల, స్థితుల, సంఘటనల, ఆలోచనల, భావావేశాల పేర్లను abstract nouns (అమూర్త నామాలు) అంటారు. Abstract nouns కు బాహ్యరూపం లేకపోవటం వలన మనం వాటిని చూడలేము, తాకలేము, మనసు ద్వారా గ్రహించాల్సిందే.

eg: goodness మంచితనం, boyhood బాల్యం, love ప్రేమ, hatred ద్వేషం, The French Revolution ఫ్రెంచ్ విప్లవం, socialism సమాజవాదం.

మంచితనాన్ని, బాల్యాన్ని, ఫ్రెంచ్ విప్లవాన్ని, సమాజవాదాన్ని, ప్రేమాన్ని, ద్వేషాన్ని, మనం కుర్చీలను, పుస్తకాలను చూసినట్లు చూడలేము ఎందుకంటే అవి మనకు కంటికి కనపడేవి కావు. మనసు ద్వారా మాత్రమే గ్రహించగలిగినవి.

ఇప్పుడు మీకు nouns అంటే ఏమిటో క్లుణ్ణంగా తెలిసింది కదా! Nouns లో చాలా వరకు మన కళ్ళకు కనపడేవే. మనుష్యులు, ఇతర ప్రాణాలు, స్థలాలు, వస్తువులు, ఇవన్నీ మనం ప్రత్యక్షంగా చూడగలిగినవే. మనం వీటిని చూడవచ్చు లేదా తాకవచ్చు. ప్రత్యక్షంగా చూడగలిగే లేదా తాకగలిగే nouns నే concrete nouns అంటారు. గుణాలను, సంఘటనలను, భావాలను మనం చూడలేము. కనుక వాటిని abstract nouns అంటారు.

B. COUNT NOUNS AND UNCOUNT NOUNS

ఒక nounను వాక్యంలో సరిగా వాడాలంటే అది count noun అవుతుందా లేక uncount noun అవుతుందా అనే విషయం మనకు స్పష్టంగా తెలియాలి. అప్పుడు మనం ఆ nounను వ్యాకరణ దోషం లేకుండా వాడగలుగుతాం. ఒక noun, count noun అవుతుందా uncount noun అవుతుందా అనే విషయం చాలా వరకు దాని అర్థం మీద ఆధారపడుతుంది. కాని కొన్ని సందర్భాలలో అర్థాన్ని బట్టి నిర్ధారించటం కుదరదు. ఎందుకంటే ఇంగ్లీష్ లో count noun అయినది తెలుగులో uncount noun కావచ్చు, uncount noun అయినది count noun కావచ్చు.

ఇంగ్లీష్ లో తప్పులు లేకుండా మాట్లాడాలన్నా, వ్రాయాలన్నా మనం ఈ విషయాలను క్షుణ్ణంగా నేర్చుకోవాలి. ముఖ్యంగా పోటీపరీక్షలకు చదివే విద్యార్థులు ఈ విషయాన్ని నిర్లక్ష్యం చేయకూడదు. ఇప్పుడు మనం count nouns, uncount nouns గురించి పూర్తి సమాచారాన్ని తెలుసుకుందాం.

a. Count nouns:- Nouns which we can count are called count nouns. They are also called countable nouns. These nouns usually refer to human beings, other living beings or things which we can count.

లెక్కపెట్టగలిగిన nouns ను count nouns అంటారు. Count nouns ని countable nouns అని కూడా అంటారు. ఇవి సాధారణంగా మనం లెక్కపెట్టగలిగే మనుష్యుల, ఇతర ప్రాణుల, వస్తువుల పేర్లను సూచిస్తాయి.

eg: boy, pen, chair, book, fan, village, snake, cobra, bird, sparrow.

Count nouns have two numbers; the singular and the plural. In the singular number they refer to only one object, and in the plural they refer to more than one object. Count nouns కు ఏకవచనంలో ఒకే ఒక వస్తువును బహువచనంలో ఒకటికన్నా ఎక్కువ వస్తువులను సూచిస్తాయి.

Boy is a count noun, because we can count as one boy, two boys, three boys. Boy అనేది count noun ఎందుకంటే ఒక బాలుడు, ఇద్దరు బాలురు, ముగ్గురు బాలురు అని లెక్కపెట్టవచ్చు.

Pen is a count noun, because we can say one pen, two pens or three pens. Pen కూడా count noun అవుతుంది. ఎందుకంటే ఒక కలం, రెండు కలాలు, మూడు కలాలు అని మనం లెక్కపెట్టవచ్చు.

b. Uncountable nouns:- Nouns which we cannot count are called uncount nouns. They are also called uncountable nouns. They do not have the plural number. They are always used only in the singular number. They

usually refer to qualities, substances and ideas rather than to individual items. We cannot use numbers and the indefinite article **a/an** before uncount nouns.

లెక్కపెట్టలేని nouns ను uncountable nouns అని అంటారు. వీటికి బహువచనం ఉండదు. వీటిని ఎప్పుడూ ఏకవచనంలోనే ఉపయోగిస్తారు. ఇవి సాధారణంగా ఒక్కొక్కటిగా ఉండే వస్తువులకు బదులు ప్రోగుగానో, ముద్దగానో, కుప్పగానో, ద్రవరూపంలోనో, వాయురూపంలోనో ఉండే పదార్థాలను, బాహ్యరూపంలేని గుణాలను, భావాలను తెలియజేస్తాయి. వీటి ముందు మనం అంకెలు లేదా సంఖ్యలను గాని indefinite article **a/an** ను గాని ఉపయోగించకూడదు.

eg: wool, gold, rice, blood, oxygen, intelligence, goodness, communism.

Gold is an uncount noun because we cannot say one gold, two golds, three golds, etc. Gold ను uncount noun అంటారు. ఎందుకంటే మనం ఒక బంగారం, రెండు బంగారాలు, మూడు బంగారాలు అని అనం. రెండు గ్రాముల బంగారమనో, మూడు తులాల బంగారమనో అంటాం. Gold ను gold medal (బంగారు పతకం) అనే అర్థంలో వాడినప్పుడు count noun అవుతుంది. ఎందుకంటే ఒక బంగారు పతకం, రెండు బంగారు పతకాలు అని లెక్క పెట్టవచ్చు కదా!

Blood is an uncount noun because we cannot say one blood, two bloods, three bloods, etc. ఒక రక్తం, రెండు రక్తాలు, మూడు రక్తాలు అని అనం. కనుక blood కూడా uncount noun అవుతుంది.

ఒక noun కు ఒకటి కంటే ఎక్కువ అర్థాలు ఉన్నప్పుడు ఆ noun ఒక అర్థంలో count noun మరొక అర్థంలో uncount noun కావచ్చు. ఉదాహరణకి acquaintance అనే noun కు పరిచయం, పరిచయమున్న వ్యక్తి అని రెండు అర్థాలున్నాయి. పరిచయం అనే అర్థంలో అది uncount noun, పరిచయమున్న వ్యక్తి అనే అర్థంలో count noun అవుతుంది.

Advantage కి కూడా రెండు అర్థాలు ఉన్నాయి. లాభం లేదా ఉపయోగం అనేది మొదటి అర్థం. అనుకూలం అనేది రెండవ అర్థం. మొదటి అర్థంలో advantage count noun రెండవ అర్థంలో uncount noun అవుతుంది.

ఇంగ్లీష్ లో కొన్ని count nouns, తెలుగులో uncount nouns అవుతాయి, uncount nouns కొన్ని count nouns అవుతాయి. ఉదాహరణకి headache అనే పదాన్ని English లో count noun గానూ తెలుగులో uncount noun గానూ పరిగణిస్తారు. కనుక English వాక్యాలలో headache ముందు a ను ఉపయోగిస్తారు.

He is suffering from a headache. అతడు తలనొప్పితో బాధపడుతున్నాడు. ఆంగ్ల భాషలో స్రతి count noun ముందు తప్పనిసరిగా a/an లాంటి ఒక determiner ను ఉపయోగించాలి. తెలుగు భాషలో ఈ నియమం లేదు. ఒక count noun ఏకవచనంలో ఉన్నప్పుడు దాని ముందు కింది determiners లో నుంచి సందర్భానుసారంగా ఒక దానిని తప్పకుండా ఉపయోగించాలి.

a, an, another, any, each, either, every, neither, no, some, this, that, the, my, your, his, her, its, our, their.

ఈయన డాక్టరు. ఆమె నర్సు అని తెలుగులో అంటారు. అదే English లో అయితే He is doctor. She is nurse అనకూడదు. He is a doctor అనో He is one doctor అనో సంధర్భాన్ని బట్టి అనాలి. She is a nurse అనో లేదా She is one nurse అనో అనవచ్చు. ఇక్కడ విషయం ఏమిటంటే ఏకవచనంలో ఉన్న ప్రతి count noun ముందు పైన ఇచ్చిన determiners లో నుంచి ఒక దానిని సంధర్భాన్ని బట్టి ఉపయోగించాలి.

క్రింది nouns ను English లో count nouns గాను వాటి సమానార్థకాలను తెలుగులో uncount nouns గాను పరిగణిస్తారు.

swim, walk, bath, talk, headache

వీటి ముందు మనం ఇంగ్లీష్ లో తప్పకుండా ఒక determiner ను ఉపయోగించాలి.

They went for swim అనటం తప్పు.

They went for a swim అనాలి.

He is going for walk అనటం తప్పు.

He is going for a walk అనాలి.

I will bring drink for you అనటం తప్పు.

I will bring a drink for you అనాలి.

She is having bath అనటం తప్పు.

She is having a bath అనాలి.

క్రింది nouns ను English లో uncount nouns గాను వాటి సమానార్థకాలను తెలుగులో count nouns గాను పరిగణిస్తారు.

work, advice, furniture, baggage, luggage, information, homework, machinery, money, news, progress, milk, research, scenery.

ముందు తెలిపిన nouns ముందు a/an ను ఉపయోగించకూడదు. వీటికి బహువచనం ఉండదు.

She gave me an advice అనకూడదు. She gave me advice అనిగానీ She gave me some advice అనిగానీ లేదా she gave me a piece of advice అనిగానీ అనవచ్చు.

He is selling his furnitures అనటం తప్పు. ఎందుకంటే furniture, uncount noun అవటం వలన దాన్ని బహువచనంలో ఉపయోగించకూడదు. ఈ సామానులు లోపల పెట్టండి అని మనం ఇంగ్లీష్ లో చెప్పాలంటే keep these luggages inside అని అనకూడదు. Keep this luggage inside అనాలి. Luggage, uncount noun అవటం వలన దాన్ని బహువచనంలో ఉపయోగించకూడదు.

c. Number

Count nouns కు singular number ఏకవచనం, plural number బహువచనం అనే రెండు రూపాలుంటాయని తెలుసుకున్నారు కదా! Singular number లో ఉన్న count nouns ను plural number లోకి మార్చటానికి సాధారణంగా s లేదా es ను చేర్చుతారు.

Rule-1: చాలా వరకు singular nouns కు s చేర్చటం వలన అవి plural nouns గా మారతాయి.

trick = మాయోపాయం	tricks = మాయోపాయాలు
ring = ఉంగరం	rings = ఉంగరాలు
cow = ఆవు	cows = ఆవులు
pen = కలం	pens = కలములు
tree = చెట్టు	trees = చెట్లు

Rule-2: ఒక singular noun 'ch' తో గాని, 's' తో గాని, 'sh' తో గాని, 'x' తో గాని అంతమైతే ఆ noun కు es చేర్చటం వలన అది బహువచనంలోకి మారుతుంది.

Ending in 'ch'

watch = గడియారం	watches = గడియారాలు
church = చర్చి	churches = చర్చిలు
match = పందెం	matches = పందాలు
beach = సముద్రతీరం	beaches = సముద్రతీరాలు

Ending in 's'

bus = బస్సు	buses = బస్సులు
glass = గ్లాసు	glasses = గ్లాసులు
class = తరగతి	classes = తరగతులు

Ending in 'sh'

bush = పొద	bushes = పొదలు
brush = కుంచె	brushes = కుంచెలు
dash = పరుగు	dashes = పరుగులు

Ending in 'x'

axe/ax = గొడ్డలి	axes = గొడ్డళ్ళు
box = పెట్టె	boxes = పెట్టెలు
fox = నక్క	foxes = నక్కలు

Rule - 3: 'o' తో అంతమయ్యే కొన్ని nouns కి 's' చేర్చటం వలన మరికొన్నింటికి s లేదా 'es' చేర్చటం వలన అవి బహువచనం (plural number) లోకి మారును.

Adding 's'

dynamo = డైనమో	dynamos = డైనమోలు
photo = ఛాయాచిత్రం	photos = ఛాయాచిత్రాలు
piano = పియానో	pianos = పియానోలు

Adding 'es'

buffalo = గేదె
mango = మామిడికాయ

buffalos/buffaloes = గేదెలు
mangos/mangoes = మామిడికాయలు

Rule - 4: 'y' తో అంతమయ్యే nouns లో ఆ 'y' ముందు ఒక consonant ఉంటే ఆ 'y' ని 'i' గా మార్చి 'es' చేర్చినచో అవి బహువచనం plural number లోకి మారతాయి. (bcdfghjklmnpqrstvwxyz అనే అక్షరాలను consonants అంటారు.)

baby = బిడ్డ
country = దేశం
lady = స్త్రీ
story = కథ

babies = బిడ్డలు
countries = దేశాలు
ladies = స్త్రీలు
stories = కథలు

Warning: 'y' ముందు ఒక consonant ఉంటేనే పై నియమం (rule) వర్తిస్తుంది. అంతేగాని 'y' ముందు ఒక vowel (a/e/i/o/u) ఉంటే ఈ నియమం వర్తించదు. అప్పుడు 'y' ని 'y' గానే ఉంచి దాని పక్కన 's' చేర్చితే ఆ noun బహువచనంలోకి మారుతుంది.

ray = కిరణం
tray = పళ్ళెం
day = రోజు

rays = కిరణాలు
trays = పళ్ళెములు
days = రోజులు

Rule - 5: 'f' తో గాని 'fe' తో గాని అంతమయ్యే పదాలలో చాలా వాటికి ఆ 'f/fe' ని 'v' గా మార్చి es చేర్చితే అవి బహువచనంలోకి మారతాయి.

thief = దొంగ
calf = ఆవుదూడ
leaf = ఆకు

thieves = దొంగలు
calves = ఆవుదూడలు
leaves = ఆకులు

Warning:- పై నియమం క్రింది nouns కి వర్తించదు. క్రింది nouns లోని 'f/fe' ను 'v' గా మార్చకూడదు. వాటిని అలాగే ఉంచి 's' చేర్చితే అవి బహువచనంలోకి మారతాయి.

chief = నాయకుడు
roof = పై కప్పు
gulf = అగాధం
grief = దుఃఖం

chiefs = నాయకులు
roofs = పై కప్పులు
gulfs = అగాధాలు
griefs = దుఃఖాలు

Rule - 6: ఈ క్రింద పేర్కొన్న తొమ్మిది nouns ను బహువచనంలోకి మార్చేందుకు వాటికి 's/es' చేర్చకూడదు. వాటికి ప్రత్యేకమైన బహువచన రూపం వచ్చును.

child = బిడ్డ	children = బిడ్డలు
ox = ఎడ్డు	oxen = ఎడ్డు
man = మగవాడు	men = మగవాళ్ళు
woman = స్త్రీ	women = స్త్రీలు
goose = ఆడబాతు	geese = ఆడబాతులు
mouse = చిట్టెలుక	mice = చిట్టెలుకలు
louse = పేను	lice = పేలు
tooth = దంతము/పన్ను	teeth = దంతాలు/పళ్ళు
foot = పాదము	feet = పాదాలు

Rule - 7: రెండు మూడు పదాలు కలిసి ఒక noun గా ఏర్పడితే దాన్ని compound noun అంటారు. ఒక compound noun ను బహువచనంలోకి మార్చేందుకు ఆ noun లోని ముఖ్యమైన పదాన్ని బహువచనంలోకి మార్చాలి.

father-in-law మామ	fathers-in-law మామలు
mother-in-law అత్త	mothers-in-law అత్తలు
sister-in-law వదిన/మరదలు	sisters-in-law వదినలు/మరదళ్ళు
brother-in-law బావ	brothers-in-law బావలు
son-in-law అల్లుడు	sons-in-law అల్లుళ్ళు
daughter-in-law కొడలు	daughters-in-law కొడళ్ళు
commander-in-chief	commanders-in-chief
passer-by బాటసారి	passers-by బాటసారులు
step-daughter సవతి కూతురు	step-daughters సవతి కూతుళ్ళు
Major-General మేజర్ జనరలు	Major-Generals మేజర్ జనరళ్ళు
Sergeant-Major సార్జంట్ మేజరు	Sergeant-Majors సార్జంట్ మేజర్లు
Office block కార్యాలయ భవనము	Office blocks కార్యాలయ భవనాలు

Note:- తల్లి లేక తండ్రి సోదరుణ్ణి uncle అని అంటారు. భార్య లేదా భర్త తండ్రిని father-in-law, తల్లిని mother-in-law, సోదరుడిని brother-in-law అంటారు. కొడుకు భార్యను daughter-in-law, కూతురు భర్తను son-in-law అంటారు. సోదరుని భార్యను sister-in-law అంటారు. తల్లి లేదా తండ్రి sister (సోదరి)ని aunt/auntie అంటారు. Uncle కొడుకును లేదా కూతుర్ని cousin అంటారు. Brother లేదా sister కొడుకును nephew, కూతుర్ని niece అంటారు.

Rule - 8: ఒక noun లో ఉన్న రెండు పదాలు ముఖ్యమైనవే అయితే ఆ రెండు పదాలను బహువచనంలోకి మార్చాలి.

Lord-justice న్యాయమూర్తి	Lords-justices న్యాయమూర్తులు
man servant సేవకుడు	menservants సేవకులు
woman servant సేవకురాలు	womenservants సేవకురాళ్లు
woman constable మహిళా పోలీసు	women constables మహిళా పోలీసులు

Warning:- Spoonful: చెంచాడు, handful: పట్టెడు, mouthful: బుక్కెడు/నోటిలో పట్టినంత, cupful: కప్పుడు/కప్పులో పట్టినంత, bucketful: బకిటెడు/బకీటులో పట్టినంత, basinful: బేసినుడు/బేసిన్లో పట్టినంత అనే nouns, compound nouns కావు. కనుక వీటిని plural గా మార్చేందుకు వీటి చివరనే 's' చేర్చాలి. Spoonfuls, handfuls, mouthfuls, cupfuls, bucketfuls, basinfuls.

Rule - 9 లాటిన్, గ్రీకు భాషల నుంచి చాలా nouns ను ఇంగ్లీష్ భాషలోకి అరుపు తీసుకున్నారు. వీటిని plural గా మార్చేందుకు కింది నియమాలను పాటిస్తారు.

□ 'us' తో అంతమయ్యే కొన్ని nouns లోని 'us' ను 'i' గా మారిస్తే అవి plural nouns గా మారుతాయి.

focus = కాంతి కేంద్రము	foci (+) = కాంతి కేంద్రాలు
nucleus = కేంద్రకం	nuclei = కేంద్రకాలు
radius = వ్యాసార్థం	radii = వ్యాసార్థాలు
stimulus = ప్రేరేపక వస్తువు	stimuli = ప్రేరేపక వస్తువులు

Exception:- పై నియమం genus, corpus అనే పదాలకు వర్తించదు. genus = జంతువుల లేదా మొక్కల వర్గీకరణ; genera = జంతువుల లేదా మొక్కల వర్గీకరణలు, corpus = అధ్యయన సామాగ్రి; corpora(+) = అధ్యయన సామాగ్రిలు

□ 'un' తో అంతమయ్యే కొన్ని nouns లోని 'um' ను 'a' గా మారిస్తే అవి plural nouns గా మారుతాయి.

aquarium = కృత్రిమ జలాశయం	aquaria(+) = కృత్రిమ జలాశయాలు
bacterium = సూక్ష్మాంగ జీవి	bacteria = సూక్ష్మాంగ జీవులు
curriculum = పాఠ్యప్రణాళిక	curricula(+) = పాఠ్యప్రణాళికలు
datum = దత్తాంశం	data = దత్తాంశాలు
memorandum = విజ్ఞాపన పత్రం	memoranda(+) = విజ్ఞాపన పత్రాలు

referendum = ప్రజాభిప్రాయం
spectrum = వర్ణపటం
medium = మాధ్యమం

referenda(+) = ప్రజాభిప్రాయాలు
spectra(+) = వర్ణపటాలు
media(+) = మాధ్యమాలు

- 'is' తో end అయ్యే nouns లోని 'is' ను 'es' గా మార్చి అవి plural nouns గా మారతాయి.

analysis = విశ్లేషణ
axis = అక్షము/ఇరుసు
basis = ఆధారము
crises = సంక్షోభం
diagnosis = రోగనిర్ధారణ
hypothesis = పరికల్పన
neurosis = నాడీరుగ్మత
parenthesis = కుండలీకరణం
thesis = వ్యాసంగం

analyses = విశ్లేషణలు
axes = అక్షాలు/ఇరుసులు
bases = ఆధారాలు
crises = సంక్షోభాలు
diagnoses = రోగనిర్ధారణలు
hypotheses = పరికల్పనలు
neuroses = నాడీ రుగ్మతలు
parentheses = కుండలీకరణాలు
theses = వ్యాసంగాలు

- 'a' తో end అయ్యే కొన్ని nouns తరువాత 'e' చేర్చితే అవి plural nouns గా మారుతాయి.

larva = ప్యూపాదశలో ఉన్న కీటకం
vertebra = వెన్నుపూస
antenna = కీటకాల మీసం
formula = సూత్రం
amoeba = ఏకకణజీవి
nebula = పాలపుంత

larvae = ప్యూపాదశలో ఉన్న కీటకాలు
vertebrae = వెన్నుపూసలు
antennae (+) = కీటకాల మీసాలు
formulae (+) = సూత్రాలు
amoebae (+) = ఏకకణజీవులు
nebulae (+) = పాలపుంతలు

- 'ex' తో కాని 'ix' తో కాని end అయ్యే nouns ను plural nouns గా మార్చేందుకు ఆ 'ex' ను కాని 'ix' ని కాని తొలగించి 'ices' చేర్చాలి.

index = సూచిక
appendix = అనుబంధం
matrix = మాత్రిక

indices (+) = సూచికలు
appendices (+) = అనుబంధాలు
matrices (+) = మాత్రికలు

- 'on' తో end అయ్యే nouns లో 'on' ను తొలగించి ఆ స్థానంలో 'a' ఉంచితే అవి plural గా మారుతాయి.

automaton = యాంత్రిక జీవి
criterion = ప్రాతిపదిక
phenomenon = అసాధారణ సంఘటన

automata (+) = యాంత్రిక జీవులు
criteria = ప్రాతిపదికలు
phenomena = అసాధారణ సంఘటన

- 'au' తో end అయ్యే nouns కు ఆ 'au' పక్కన 'x' చేరిస్తే అవి plural గా మారతాయి.
bureau = కార్యాలయం bureaux (+) = కార్యాలయాలు
plateau = పీఠభూమి plateaux (+) = పీఠభూములు
- madam కు బహువచనం mesdames
tempo = వేగప్రమాణం కి బహువచనం tempi = వేగప్రమాణాలు

Note: మనం పైన చర్చించిన Latin/Greek భాషా పదాలలో కొన్నిటికి plural number లో పక్కన (+) ఉన్న విషయాన్ని గమనించాం! అంటే వాటికి regular plural form (s/es చేర్చటం వలన ఏర్పడే బహువచన రూపం) కూడా ఉందని అర్థం. అయితే పై nouns లో medium, antenna, index, appendix లకు తప్ప మిగిలిన nouns లో వేటికైనా రెండు plural forms ఉంటే ఆ రెంటిలో దేనినైనా వాడవచ్చు. అర్థంలో తేడా ఉండదు. Medium, antenna, index, appendix లకు regular plural form లో వేరే అర్థం ఉంటుంది.

Medium కు 'అత్యులతో మాట్లాడేవ్యక్తి' అనే అర్థంలో బహువచన రూపంగా mediums అని వాడాలి. మిగిలిన అర్థాలన్నిటిలో media అని గాని mediums అని గాని వాడవచ్చు. Antenna కు 'కీటకాల మీసాలు' అనే అర్థంలో బహువచనరూపం antennae. టీవీ లేదా రేడియో అంటిన అనే అర్థంలో antennas ను తీసుకోవాలి. Index ను బీజగణితంలో 'ఘాతమాపకం' అనే అర్థంలో వాడతారు. అప్పుడు దానికి plural గా indices వాడాలి. వేరే అర్థాలలో indexes అని వాడాలి. Appendix కు 'అనుబంధం' అనే అర్థంలో appendices ను 'జీర్ణాశయవ్యవస్థకు అంటి ఉండే పేగు' అనే అర్థంలో appendixes అని వాడాలి.

Rule - 10:- ఇంగ్లిష్ లో కొన్ని ఏకవచనంలోనూ, బహువచనంలోనూ ఒకే విధంగా ఉంటాయి. ఉదాహరణకు ఇంగ్లిష్ లో జింకను, జింకలను deer అనే అనాలి, deers అనకూడదు. గొర్రెను, గొర్రెలను sheep అనే అనాలి, sheeps అనకూడదు. ఈ కోవలోకి వచ్చే సాధారణంగా కొన్ని పక్షుల పేర్లనో జంతువుల పేర్లనో, చేపల పేర్లనో తెలియజేస్తాయి.

Singular	Plural
duck = బాతు	duck = బాతులు
grouse = కోడి జాతి అడివి పక్షి	grouse = కోడి జాతి అడివి పక్షులు
partridge = కౌజు	partridge = కౌజులు
pheasant = ఒక జాతి వేట పక్షి	pheasant = ఒక జాతి వేట పక్షులు
bison = అడివి దున్ను	bison = అడివి దున్నులు
moose = పెద్ద కొమ్ములు కలిగిన జింక	moose = పెద్దకొమ్ములు కలిగిన జింకలు
fish = చేప	fish = చేపలు
salmon = సాల్మన్ చేప	salmon = సాల్మన్ చేపలు
carp = బేడిస చేప	carp = బేడిస చేపలు
trout = మంచి నీటిలో పెరిగే ఒక రకమైన చేప	trout = మంచి నీటిలో పెరిగే ఒక రకమైన చేపలు

d. Other Nouns

Singular

fruit = ఫలము
spacecraft = అంతరిక్షనౌక
offspring=బిడ్డ/పిల్ల/దూడ
series = వరుస
species = జాతి
Chinese = చైనా దేశస్థుడు
Japanese = జపాన్ దేశస్థుడు
Spanish = స్పెయిన్ దేశస్థుడు

Plural

fruit = ఫలములు
spacecraft = అంతరిక్షనౌకలు
offspring=మనుషుల/జంతువుల/పక్షుల సంతానం
series = వరుసలు
species = జాతులు
Chinese = చైనా దేశస్థులు
Japanese = జపాన్ దేశస్థులు
Spanish = స్పెయిన్ దేశస్థులు

Rule - 11: Some nouns in English look like singular but they are infact plural. We should always use a plural verb after these nouns. అంగ్ల భాషలో కొన్ని nouns చూడడానికి singular గా కనిపిస్తాయి. నిజానికి అవి plural nouns కనుక వాటి పక్కన ఎప్పుడూ plural verb నే వాడాలి.

poultry= కోళ్ళు, బాతులు లాంటి పెంపుడు పక్షులు
vermin= పరోపజీవులైన క్రిమికీటకాలు
cattle= పశువులు
clergy= చర్చిలోని పురోహిత బృందం
police= పౌర రక్షక దళం

some cattle **are** grazing in your rice field. ఏవో పశువులు మీ వరిచేలో మేస్తున్నాయి.

All the local clergy **were** present at the pope's meeting. స్థానిక క్రైస్తవ మత గురువులందరూ 'పోప్' మీటింగుకు హాజరయ్యారు.

Your poultry **are** very healthy. మీ కోళ్ళు చాలా ఆరోగ్యంగా ఉన్నాయి.

The police **are** coming. పోలీసులు వస్తున్నారు.

Many people **have** attended his meeting. అతని మీటింగుకు చాలా మంది ప్రజలు హాజరయ్యారు.

Rule - 12: Some nouns in English have only the plural form. They do not have the singular form. These nouns usually refer to tools and clothes which are made up of two similar parts. We should always use a plural verb after these nouns. ఇంగ్లీష్ nouns లో కొన్నింటికి బహువచన రూపం మాత్రమే ఉంటుంది. వీటికి ఏకవచనరూపం ఉండదు. సాధారణంగా ఈ nouns రెండు సమాన విడిభాగాలతో తయారు చేయబడిన పనిముట్ల పేర్లనో, దుస్తుల పేర్లనో తెలియజేస్తాయి. వీటి పక్కన ఎప్పుడూ plural verb నే వాడాలి.

- **Names of tools:-** binoculars: దూరంగా ఉన్న వాటిని దగ్గరగా కనిపించేందుకు వాడే పరికరం. glasses: కళ్ళజోడు, spectacles: కళ్ళజోడు, clippers: జుట్టు లేదా గోళ్ళ కత్తిరించుటకు వాడే సాధనం, dividers: దూరాన్ని కొలుచుటకు వాడే పరికరం, nut crackers: గట్టి కాయలను, గింజలను పగుల గొట్టుటకు ఉపయోగించే పోక కత్తెర, pincers: పట్టకారు, pliers: తీగ మొదలైన వాటిని వంచుటకు లేక కత్తిరించుటకు వాడే సాధనం, scissors: కత్తెర, nail-scissors: గోళ్ళ కత్తెర, secateurs: మొక్కలను కత్తిరించుటకు వాడే గట్టి పెద్ద కత్తెర, tongs: బొగ్గు మొదలైన వాటిని పట్టి ఎత్తుటకు వాడే పట్టకారు, tweezers: చిన్న పట్టకారు.

ఒక కత్తెర అనటానికి a pair of scissors అనాలి. రెండు కత్తెరలు అనటానికి two pairs of scissors అనాలి.

నేను నిన్న రెండు ప్యాంట్లు కొన్నాను. అనటానికి I bought two pairs of pants yesterday అనాలి.

పైన ఇచ్చిన nouns ఒకటి కంటే ఎక్కువ ఉన్నప్పుడు వాటి సంఖ్యను తెలియజేయటానికి అవి ఎన్ని ఉన్నాయో తెలిపే సంఖ్యను ముందు చెప్పి ఆ సంఖ్య పక్కన pair of అనే పదాలను వాడాలి.

a pair of binoculars

ఒక బైనాక్యులర్

two pairs of binoculars

రెండు బైనాక్యులర్లు

a pair of scissors

ఒక కత్తెర

two pairs of scissors

ఒక కత్తెరలు

a pair of pyjamas

ఒక పైజమా

two pairs of pyjamas

రెండు పైజమాలు

Rule - 13: Some nouns in English end in - s and look like plural but they are infact singular. These nouns usually refer to the names of subjects of study, diseases, games or activities. We should always use a singular verb after them. -s తో అంతమయ్యే కొన్ని ఇంగ్లీష్ nouns, plural nouns గా కనిపిస్తాయి. కాని నిజానికి అవి singular nouns. ఈ nouns సాధారణంగా శాస్త్రాల పేర్లనో, రోగాల పేర్లనో, ఆటల పేర్లనో, కార్యకలాపాల పేర్లనో సూచిస్తాయి. వీటి పక్కన మనం ఎప్పుడూ singular verb నే వాడాలి.

- **Names of subjects of study:** economics: అర్థశాస్త్రం, mathematics: గణితశాస్త్రం, physics: భౌతికశాస్త్రం, linguistics: భాషాశాస్త్రం, phonetics: ఉచ్చారణశాస్త్రం, genetics: జన్యుశాస్త్రం, politics: రాజనీతిశాస్త్రం, statistics: సంఖ్యాశాస్త్రం

- **Names of diseases:** aids: ఎయిడ్స్ వ్యాధి, diabetes: మధుమేహ వ్యాధి, measles: తట్టువ్యాధి, పొంగు, mumps: గవద బిళ్ళలు, rabies: పిచ్చికుక్క కాటు వలన కలిగే వ్యాధి, rickets: పిల్లలకు వచ్చే ఎముకల వ్యాధి, shingles: నడుం చుట్టూ వచ్చే పొక్కుల వ్యాధి.

- **Names of games:** billiards: ఒక విధమైన దంతపు గుండ్ల ఆట, balls: బంతి ఆట, cards: పేకాట, darts: ఇంటిలోపల ఆడే ఒక ఆట, draughts: ఇరవైనాలుగు పాచికలతో చదరంగపు బల్లపై ఆడు ఆట, skittles:వేగముగా బంతితో చిన్న కొయ్య దిమ్మలను పడగొడుతూ ఆడే ఆట, tennis: టెన్నిస్ ఆట, tiddlywinks: ఒక సమతులం మీద ఉంచిన చిన్న ప్లాస్టిక్ బిళ్ళలతో అంచుల దగ్గర నొక్కి చిన్న కప్పులలో పడునట్లుగ చేస్తూ ఆడే ఆట.

- **Names of activites:** aerobics: ఆక్సిజన్ ఎక్కువగా తీసుకోవడానికి చేసే ఓ రకమైన శారీరక వ్యాయామం, athletics: సాము, acrobatics: సర్కస్ విన్యాసాలు, aerobics: వైమానిక విన్యాసాల కళ, gymnastics: వ్యాయామం.

పై nouns తరువాత singular verb ను మాత్రమే వాడాలి.

Mathematics are an interesting subject అనకూడదు. Mathematics is an interesting subject అనాలి.

Mumps are painful disease అనకూడదు. Mumps is a painful disease అనాలి.
Aerobics are a form of exercise అనకూడదు. Aerobics is a form of exercise అనాలి.

Rule - 15: Second, minute, hour, day, week, month, year అనే nouns ముందు ఒక number ఉన్నప్పుడు వాటిని వేరే nouns ముందు వాడాల్సివస్తే బహువచనంలో వాడకూడదు.

a ten second advertisement అనాలి. కాని అనకూడదు.	a ten seconds advertisement అనకూడదు.
a five minute work అనాలి. కాని	a five minutes work అనకూడదు.
a three hour show అనాలి. కాని	a three hours show అనకూడదు.
a two day programme అనాలి. కాని	a two days programme అనకూడదు.
a ten week course అనాలి. కాని	a ten weeks course అనకూడదు.
a five year project అనాలి. కాని	a five years project అనకూడదు.

‘పది సెకండ్లు’ అంటే ten seconds అంటాం కాని ‘పది సెకండ్ల’ అంటే ten second అనాలి.

They showed it for ten seconds. వారు దాన్ని పది సెకండ్లు చూపించారు.

He prepared a ten second advertisement. అతడు పది సెకండ్ల ప్రకటనను తయారు చేసాడు.

అయిదు నిమిషాలు అంటే five minutes అనాలి. 'అయిదు నిమిషాల' అంటే five minute అనాలి.

We walked for five minutes. మేము ఐదు నిమిషాలు నడిచాం.

It is a five minute walk. అది అయిదు నిమిషాల నడక.

మూడు గంటలు అంటే three hours అనాలి. కాని 'మూడు గంటల' అంటే three hour అనాలి.

They showed it for three hours. వారు దాన్ని మూడు గంటలు చూపించారు.

It was a three hour show. అది మూడు గంటల ప్రదర్శన.

1.2. PRONOUN (నర్వనామము)

Pronoun: It is a word used instead of a noun in order to avoid repetition.

eg: He, she, it, they, etc.

A. Kinds of Pronouns

Pronouns can be classified as follows:

- a. **Subject pronouns or personal pronouns:** I, we, you, he, she, it, they, etc.
- b. **Object pronouns:** me, us, you, him, her, it, them.
- c. **Possessive determiners:** my, our, your, his, her, its, their.
- d. **Self pronouns or Reflexive pronouns:** myself, ourselves, yourself, yourselves, himself, herself, itself, themselves.
- e. **Possessive pronouns:** Mine, ours, your, his, hers, theirs.
- f. **Demonstrative pronouns:** This, that (singular) and these, those (plural).
- g. **Indefinite pronouns:** Anybody, anyone, anything, somebody, someone, something, everybody, everyone, everything, nobody, none, nothing.
- h. **Reciprocal pronouns:** Each other, one another.
- i. **Interrogative pronouns:** who, whom, which and what.
- j. **Relative pronouns:** Who, which, that, what, as, but, whose, whom.
- k. **Emphatic pronouns:** Compound personal pronouns are used for the same of emphasis.
eg: I myself, you yourself, they themselves, etc.
- l. **Distributive pronouns:** each, either, neither, etc.

Person	Number	Subject	Object Pronoun		Possessive determiner	Self pronoun	Possessive Pronoun
			Object of the Verb	Object of the Preposition			
First	Singular	I నేను	Me నన్ను/నాకు	Me నా/నన్ను/నాకు	My నా	Myself నేను/నన్ను నేను/నాకు నేనే/నా/స్వంతంగా/నేను	Mine నాది/నావి/నా మనిషివి/నా వాళ్ళు/నా
	Plural	We మేము	Us మమ్మల్ని/మాకు/మనల్ని/మనకు	Us మా/మేము/మాకు/మన/మనం/మనకు/మనమే/మనకు మనమే/మనం	Our మా/మన	Ourselves మేమే/మేము/మనమే/మనలన మనమే/మనకు మనమే/మనం	Ours మాది/మావి/మా మనిషివి/మా మనిషివి/మా
Second	Singular	You నువ్వు/నీవు	You నిన్ను/నీకు	You నీ/నువ్వు/నీవు/నీకు	Your నీ	Yourself నువ్వే/నీవే/నీవు నీవే/నీకు నీవే/స్వంతంగా	Yours నీది/నీవి/నీ మనిషి (ని)/నీ వాళ్ళు
	Plural	You మీరు	You మిమ్మల్ని/మీకు	You మీ/మీరు/మీకు	Your మీ	Yourself మీరే/మిమ్మల్ని మీరే/మీకు మీరే/స్వంతంగా	Yours మీది/మీవి/మీ మనిషివి/మీ వాళ్ళు
Third	Singular	He వాడు/నీడు/అతను/ఇతను/ఆయన/ఆయన	Him వాడిని/నీడివి/వాడికి/నీడికి/అతనిని/అతనికి/ఇతనిని/ఇతనికి/ఆయన్ని/ఆయనకి/ఆయనకు/ఆయన	Him వాడి/నీడి/వాడికి/వాడు/నీడు/వాడికి/అతని/అతనికి/ఇతని/ఇతను/ఇతనిని/ఇతనికి/ఆయన/ఆయనకి/ఆయనకు/ఆయన	His వాడి/నీడి/అతని/ఇతని/ఆయనది/ఆయనది	Himself వాడే/నీడే/అతనే/ఇతనే/ఆయనే/ఆయనే/అతనిని అతనిని అతనే/అతనికి అతనే/అనకు ఆయనకి/ఆయనకి/ఆయనవి	His వాడిది/వాడివి/నీడిది/నీడివి/అతనిది/ఇతనిది/అతనికి/ఇతనికి/ఆయనది/ఆయనవి
		She అది/ఇది/ఆమె/ఆమె/ఆవిడ/ఆవిడ	Her దానిని/దీనిని/ఆమెని/దానికి/దీనికి/ఆమెకి/ఆమెని/ఆమెకి/ఆవిడని/ఆవిడకి/ఆవిడకు/ఆవిడ	Her దాని/దీని/దానికి/దీనికి/ఆమెకి/ఆమెకి/ఆవిడకి/ఆవిడకి	Her దానిది/దీనిది/ఆమెది/ఆమెది/ఆవిడది/ఆవిడది	Herself అదే/ఇదే/దానిని అదే/దీనిని ఇదే/దానికి అదే/దీనికి ఇదే	Hers దానిది/దానివి/దీనిది/దీనివి/ఆమెవి/ఆమెవి/ఆమెది/ఆమెది/ఆవిడవి/ఆవిడవి/ఆవిడది/ఆవిడది
		It అది/ఇది/దాని/దీని	It దానిని/దీనిని/దానికి/దీనికి	It దాని/దీని/దానికి/దీనికి	It దాని/దీని/దానిది/దీనిది	Itself అదే/ఇదే/దానిని అదే/దీనిని ఇదే/దానికి అదే/దీనికి ఇదే	Its దానిది/దానివి/దీనిది/దీనివి

Person	Number	Subject	Object Pronoun		Possessive determiner	Self pronoun	Possessive Pronoun
			Object of the Verb	Object of the Preposition			
	Plural	They వారు/వీరు వాళ్ళు/వీళ్ళు	Them వారిని/వీరిని/ వాళ్ళని/వీళ్ళని	Them వారి/వారిని/వారికి వాళ్ళ/వాళ్ళని/వాళ్ళకి వీళ్ళ/వీళ్ళని/వీళ్ళకి	Their వారి/వీరి/వాళ్ళ/వీళ్ళ	Themselves వారు/వారిని వారు/వారికి వారు/ వీరు/వీరిని వీరు/వీరికి వీరు/ వాళ్ళు/వాళ్ళని వాళ్ళు/వాళ్ళకి వాళ్ళు వాళ్ళు/వీళ్ళని వీళ్ళు/వీళ్ళకి వీళ్ళు	Theirs వారిని/వారిని/వీరిని/వీరిని వాళ్ళని/వాళ్ళని/వీళ్ళని/వీళ్ళని

1.3. VERB (క్రియ)

Verb denotes an action of the subject. It tells us what does subject do. Verb అనగా క్రియ, కర్త చేసే పనిని తెలియజేయుచునది క్రియ. తెలుగులో అయితే క్రియ వాక్యంలో చివరిలో వస్తుంది అదే ఇంగ్లీష్ మధ్యలో వస్తుంది.

A. AUXILIARY VERB (సహాయక క్రియ) (Helping Verb)

క్రియలను / verbs ను రెండు రకాలుగా విభజించవచ్చు.

- Helping verbs / Auxiliary verbs
- Main verbs / Principal verbs వీటన్నింటికి present form, past form, past participle form ఉంటాయి.

	Infinitive	Present tense	Past tense	Past participle
Be	To be	Am, is/are	Was, were	Been
Have	To have	Have, has	Had	Had
Do	To do	Do, does	Did	Done
Can	To be able	Can	Could	—
May	—	May	Might	—
Must	Have to	Must	Had to	Had to
Need	To need	Need	Didn't	Needed
Will	—	Will	Would	—
Shall	—	Shall	Should	—
Ought	—	Ought	Ought	—
Dare	To dare	Dare	Dared	Dared
Used to	—	—	Used	—

Past tense పొందిన తీరును బట్టి verbs are divided into two groups: (a) strong verbs, (b) Weak verbs.

a) **Weak verbs:** Present tense రూపంలో నున్న క్రియ చివర 'd' గాని 'ed' గాని చేర్చుట వలన past tense రూపము వచ్చిన అట్టి క్రియలను weak verbs అంటారు.

b) **Strong verbs:** Present tense రూపంలో నున్న క్రియా పదములోని vowels (అచ్చు, అచ్చులు) మారుట వలన past tense రూపము ఏర్పరచుకొను verbs ను, strong verbs అంటారు.

B. Kinds of Verbs:

There are two kinds of verbs. They are: a) Regular verbs and b) Irregular verbs.

- a) **Regular verbs:** We add simply **-d/-ed** to the second and third forms of a verb.
 - b) **Irregular Verbs:** The second and third forms are not formed simply by adding **-d/-ed**.
- **Regular verbs:** To get past and past participle forms of the verb, we have to add **-ed** to the first form of the verb.

List of regular verbs:

Accept	Attack	Cease	Continue
Accommodate	Attempt	Celebrate	Contribute
Accuse	Attend	Cheat	Control
Accustom	Attract	Check	Convert
Achieve	Avoid	Chew	Convey
Act	Bargain	Circulate	Convince
Adjust	Bark	Civilize	Cook
Admire	Bath	Clap	Co-operate
Admit	Beg	Claim	Cough
Adopt	Behave	Clean	Count
Advertise	Believe	Climb	Crawl
Advise	Belong	Collect	Create
Affect	Betray	Collapse	Criticize
Afford	Beware	Colour	Cross
Agree	Blame	Comb	Crush
Aim	Blink	Combine	Cultivate
Allow	Block	Commit	Cure
Amuse	Bloom	Communicate	Curse
Annoy	Boast	Compare	Damage
Answer	Boil	Compete	Dance
Appear	Book	Complain	Decide
Appoint	Borrow	Concentrate	Decorate
Appreciate	Bother	Conclude	Defend
Approach	Bow	Condemn	Dominate
Approve	Breathe	Conduct	Demolish
Argue	Brush	Confirm	Demonstrate
Arrange	Bulge	Congratulate	Dare

Deceive	Expand	Govern	Instruct
Depute	Exaggerate	Hasten	Knock
Descend	Exceed	Hate	Lack
Describe	Excite	Head	Last
Deserve	Exclaim	Heal	Laugh
Determine	Exclude	Heat up	Lick
Deteriorate	Excuse	Help	Lie
Devote	Exist	Hesitate	Like
Differ	Expand	Hire	Listen
Digest	Expect	Hope	Live
Dip	Explain	Honour	Locate
Disagree	Explode	Hunt	Lock
Disappear	Export	Hug	Look
Disappoint	Expose	Identify	Love
Disapprove	Extend	Imagine	Maintain
Discourage	Face	Imitate	Manage
Discover	Fade	Impress	Matter
Discriminate	Fail	Improve	Mature
Dissolve	Fasten	Include	Measure
Discuss	Fetch	Increase	Melt
Divide	Fill	Indicate	Mend
Divorce	Finish	Influence	Mentioned
Drag	Fix	Inform	Migrate
Dress	Flatter	Inherit	Milk
Drip	Float	Injure	Mind
Drop	Flourish	Insert	Miss
Drown	Follow	Insist	Mix
Earn	Force	Instruct	Move
Educate	Frighten	Insult	Murder
Elect	Fulfill	Intend	Murmur
Eliminate	Gain	Interfere	Need
Embrace	Gamble	Interrupt	Neglect
Embarrass	Gather	Introduce	Nod
Emerge	Govern	Invent	Notice
Emphasize	Grab	Investigate	Obey
Employ	Grasp	Invite	Object
Enable	Graze	Involve	Oblige
Enclose	Greet	Irritate	Observe
Encourage	Grieve	Issue	Obstruct
Enjoy	Groan	Itch	Obtain
Enlarge	Guess	Join	Occur
Enquire	Guide	Jump	Offend
Enter	Halt	Kick	Offer
Entertain	Handle	Kidnap	Omit
Escape	Happen	Kill	Open

Establish	Harm	Kiss	Operate
Oppose	Punish	Respect	Squeeze
Order	Push	Respond	Stagger
Organize	Qualify	Restrict	Start
Overlook	Quarrel	Retain	Starve
Owe	Quote	Retire	Stay
Own	Rain	Return	Stir
Pack	Raise	Reveal	Stop
Pardon	Raid	Revise	Strangle
Park	Reach	Revolve	Stress
Pass	React	Ripen	Stretch
Peel	Realize	Rob	Stroke
Perform	Reap	Rot	Struggle
Permit	Receive	Rub	Substitute
Persuade	Recognize	Ruin	Subtract
Pick	Recommend	Rush	Succeed
Pinch	Record	Sacrifice	Suck
Place	Recover	Save	Suffer
Please	Reduce	Scare	Suggest
Pluck	Refer	Scatter	Supervise
Possess	Reflect	Scold	Support
Post	Refresh	Scratch	Surprise
Postpone	Refuse	Search	Surrender
Pour	Regard	Seen	Survive
Practice	Regret	Select	Suspect
Praise	Reject	Separate	Suspend
Pray	Relate	Serve	Swallow
Predict	Relax	Share	Talk
Prefer	Release	Sharpen	Taste
Prepare	Relieve	Shiver	Tease
Preserve	Remain	Shout	Tempt
Pretend	Remember	Sign	Tend
Prevent	Remind	Sip	Test
Press	Remove	Skid	Thank
Prick	Renew	Skim	Threaten
Print	Repair	Skip	Tie
Proceed	Repeat	Slap	Tire
Produce	Replace	Smash	Torture
Promise	Reply	Smile	Touch
Pronounce	Represent	Smoke	Train
Propose	Report	Snatch	Trap
Protect	Require	Sneeze	Transfer
Prove	Request	Snore	Travel
Provide	Resist	Soak	Treat
Publish	Resign	Solve	Trim

Pull	Resolve	Spray	Trouble
Turn	Wait	Water	Wonder
Twist	Walk	Wave	Work
Type	Want	Weigh	Worship
Unite	Warn	Welcome	Wrap
Use	Wash	Whisper	Yawn
Vibrate	Waste	Whistle	Yield
Visit	Watch	Wink	

- **Irregular verbs:** If a verb does not form its second and third forms by adding **-d/-ed** to its first form, it is called an irregular verb.

List of irregular Verbs

All the three forms of the verbs are same.

bet	cost	let	split
bid	cut	put	spread
burst	hit	quit	
put	hurt	set	
cast	knit	shut	

Past and Pastparticiple verb forms are same.

Present tense	Past tense	Past participle
burn	burnt	burnt
learn	learnt/learned	learnt
smell	smelt	smelt
spell	spelt	spelt
spill	spilt	spilt
spoil	spoilt/spoiled	spoilt
bend	bent	bent
build	built	built
lend	lent	lent
send	sent	sent
spend	spent	spent
bleed	bled	bled
breed	bred	bred
feed	fed	fed
flee	fled	fled
lead	led	led
read	read	read
creep	crept	crept
deal	dealt	dealt

deal in
deal with
dream
feel
keep
lean
leap
leave
mean
meet
sleep
sweep
weep
cling
dig
fling
sling
spin
stick
sting
strike
string
swing
win
wring
bring
buy
fight
seek
think
catch
teach
bind
find
grind
wind
sell
tell
become
come
run
sit
spit
lay
pay
stand

dealt in
dealt with
dreamt
felt
kept
leant
leapt
left
meant
met
slept
swept
wept
clung
dug
flung
slung
spun
stuck
stung
struck
strung
swung
won
wrung
brought
bought
fought
sought
thought
caught
taught
bound
found
ground
wound
sold
told
became
came
ran
sat
spat
laid
paid
stood

dealt in
dealt with
dreamt
felt
kept
leant
leapt
left
meant
met
slept
swept
wept
clung
dug
flung
slung
spun
stuck
stung
struck
strung
swung
won
wrung
brought
bought
fought
sought
thought
caught
taught
bound
found
ground
wound
sold
told
become
come
run
sat
spat
laid
paid
stood

understand	understood	understood
hang	hung	hung
hear	heard	heard
hold	held	held
light	lit	lit
lose	lost	lost
make	made	made
say	said	said
shine	shone	shone
shoot	shot	shot

All the three forms of verbs are different.

Present tense	Past tense	Past participle
beat	beat	beaten
get	got	got/gotten
give	gave	given
hew	hewed	hewn
mow	mowed	mown
saw	sawed	sawn
see	saw	seen
sew	sewed	sewn
show	showed	shown
sow	sowed	sown
swell	swelled	swollen
break	broke	broken
choose	chose	chosen
freeze	froze	frozen
speak	spoke	spoken
steal	stole	stolen
(a)wake	(a)woke	(a)woken
weave	wove	woven
bear	bore	borne
swear	swore	sworn
take	took	taken
tear	tore	torn
wear	wore	worn
blow	blew	blown
grow	grew	grown
know	knew	known
throw	threw	thrown
bite	bit	bitten
hide	hid	hidden
shake	shook	shaken
drive	drove	driven

ride	rode	ridden
drink	drank	drunken
rise	rose	risen
write	wrote	written
begin	began	begun
ring	rang	rung
shrink	shrank/shrunk	shrunk
sing	sang	sung
sink	sank	sunk
spring	sprang	sprung
stink	stank	stunk
swim	swam	swum
eat	ate	eaten
fall	fell	fallen
do	did	done
draw	drew	drawn
fly	flew	flown
forget	forgot	forgotten
give	gave	given
go	went	gone
see	saw	seen
are	were	been

1.4. ADJECTIVE (విశేషణము)

An adjective may be defined as a word used with a noun to add something for its meaning. నామవాచకము యొక్క అర్థమును విశదీకరించుటకు నామవాచకముతో పాటు ఉపయోగపడు మాట. ఇది సాధారణంగా nouns కు ముందుండును. (Adjective means added to).

A. Kinds of Adjectives

a. **Adjectives of quality గుణాత్మకమైన:** This is also called descriptive adjective that shows kind or quality of the person or thing. It answers the question of 'what kind'?

Calcutta is a large city.

Man honest man.

Pankaj is a good cricketer.

b. **Adjectives of quantity పరిమాణాత్మకమైన:** This shows how much of a thing is meant.

I ate some rice.

She has little intelligence.

He drank a little water.

- c. **Adjectives of number సంఖ్యను తెలుపునది:** This shows how many persons or things are meant or in what order a person or thing stands.
 The hand has five fingers.
 All men must die.
- **Definite numeral adjective:** one, two, three, etc. and first, second, third, etc.
- **Indefinite numeral adjective:** which don't denote exact number.
 All, no, many, few, some, any, certain, several etc.
- **Distributive numeral adjective:** Each, neither, every, either.
- d. **Demonstrative Adjective:** It points out which person or thing is meant.
 This boy is stronger than Hari.
 These mangoes are sour.
 Such questions should not be asked.
- e. **Interrogative Adjective:** What, which and whose, when they are used with nouns to ask questions are called interrogative adjectives.
 What manner of man is he?
 Which way shall we go?

1.5. ADVERB (క్రియా విశేషణము)

Adverb: An adverb is a word that adds to the meaning of a verb or an adjective or another adverb. ఒక క్రియ యొక్కగాని, విశేషణము యొక్కగాని, లేక మరొక క్రియావిశేషణము యొక్కగాని అర్థమును విశదీకరించుచుదానిని adverb అందురు.

- The horse runs quickly
- The rose is a very beautiful flower.
- Sita sings quite well.

A Kinds of Adverbs

- a. **Adverb of time (వసులు జరుగు కాలము):** It gives answer to the question "when" the action is done.
 Now, then, before, since, ago, already, soon, presently, early, immediately, instantly, late, afterwards, yesterday, today, tomorrow.
- b. **Adverb of place (వసులు జరుగు స్థలము):** It tells us "where" the action took place. **eg:-** Here, there, hence, for, near etc.

- c. **Adverb of number** (ఒక పని ఎన్నిసార్లు జరుగునో): It gives answer to the question "how often". **eg:-** once, thrice, again, seldom, never, sometimes, always, often, four fold, three fold.
- d. **Adverb of manner** (ఒక పని ఎలా జరుగునో): It tells us how and in what manner the action has taken place. **eg:-** thus, so, well, convently, slowly etc.
- e. **Adverb of degree or quantity** (ఎంత): It gives answer to the question "how much". **eg:** verymuch, more, too, almost, somewhat, etc.
- f. **Adverb of affirmation** (ఒక విషయాన్ని అవునని చెప్పటం): It confirms the action. **eg:-** yes, certainly, surely, by all means, etc.
- g. **Adverb of negation** (ఒక విషయాన్ని కాదని చెప్పటం): No, not, nor, not at all etc. called adverbs of negation.

1.6. PREPOSTION (విభక్తి ప్రత్యయము)

Preposition: ఒక noun కు గాని pronoun కు గాని ముందు ఆ వాక్యములో ఇతర పదములతో అనగా మిగిలిన noun లేదా pronoun లతో గల సంబంధమును తెలియచేయు మాటలకు prepositions (విభక్తి ప్రత్యయములు) అని పేరు. ఇవి సాధారణముగా nouns కు pronouns కు ముందుచబడును.

Preposition చూడడానికి చిన్న మాట అయినా ఇది లేనిదే ఇంగ్లీష్ భాష అర్థరహితముగా యుండును. అందుకే ఒకరి ఇంగ్లీష్ భాషా పరిజ్ఞానమును వారు Preposition ను correct గా వాడే విధానాన్నిబట్టి కూడాచెప్పవచ్చును ఇక్కడ పొందుపరచబడిన Preposition ను వాడకంలో ఉపాధ్యాయుని సహాయము తప్పనిసరిగా యుండాలన్నది మా అభిప్రాయం.

A. Kinds of Prepositions:

- a. **Simple Prepositions:** at, by, for, from, in, of, off, out, on, with, through, till, up, down, to, after, over, under, but, round, past, since, via, per, than.
- b. **Double prepositions:** out of, behind, from under, from within, into.
- c. **Compound prepositions:** about, above, across, along, among, around, beneath, beyond, behind, beside, between, outside, inside, within, without, aboard, amidst, besides, towards, against, upon, throughout, despite, until, alongside, underneath.
- d. **Participle prepositions:** owing to, according to, regarding, following, excepting, notwithstanding, including, pending.
- e. **Phrasal prepositions:** for the sake of, in addition to, instead of, inspite of, with reference to, in front of, in place of, on account of, in view of.

B Usage:

i. About:

- a. Nearness of place (స్థలమునకు దగ్గరగా)
→ She had a friend about her
→ I ran for about two kilometers.
- b. Nearness of time (కాలమునకు దగ్గరగా)
→ It is about to dawn.
→ He is about to drop the sword.
- c. Nearness of state (పరిస్థితికి దగ్గరగా)
→ The old man is about to die.
→ We are about to start.
- d. Occupation (వృత్తిపరమైన)
→ The doctor went about this daily rounds.
→ She went about the nursery.
- e. Concerning (ఒక విషయానికి సంబంధించిన)
→ I knew nothing about her character.
→ She knows about my hard work.

ii. Above:

- a. Over అను అర్థంలో (పైన)
→ The roof is above our heads.
- b. More than అను అర్థంలో (దానికన్నా ఎక్కువ)
→ I did not spend above two hundred rupees.
- c. Superior to అను అర్థంలో (అధికమైన)
→ This gentleman is above all such meanness.

iii. After:

- a. Sequence in place (స్థానం యొక్క వరుస)
→ Kamala is placed after sarala.
- b. Sequence in time (కాలం యొక్క వరుస)
→ He returned home after 8 p.m.
- c. Pursuing (వెంబడించు)
→ He is always after money
- d. According to a name (పేరు గురించి)
→ The college is named after my father.
- e. Resemblance (సోలిక)
→ Murali takes after his mother.

iv. Against:

- a. Opposition of place (స్థలం గురించి చెప్పునప్పుడు)
→ The porter leaned against the bench.
- b. Opposite of aim (ఉద్దేశ్యమును గురించి తెలుపుటకు)
→ A foolish person acts against his own interest
- c. Promotion (ముందుచూపు గురించి)
→ A bee stores up against a rainy day.
- d. Comparison (పోలిక గురించి చెప్పునప్పుడు)
→ Three clerks got promotion this year against the last year.

v. For:

- a. To mean in place of (ఒక దానికి బదులుగా)
→ Dalda is a substitute for ghee.
- b. To mean exchange (మారకమునకు)
→ I bought this book for fifty rupees.
- c. To mean purpose (ఉద్దేశ్యము తెలుపుటకు)
→ She applied for a job.
- d. To mean direction or destination (గమ్యం గురించి చెప్పుటకు)
→ I am leaving for Hyderabad.
- e. To mean 'on account of' (ఆ కారణం వల్ల)
→ We talked slowly for fearing of disturbing the sleeping child.
- f. In the sense of 'in spite of' (అయినప్పటికీ)
→ For all his efforts, he is unsuccessful.
- g. To say intention (ఒక దానిని సూచించుటకు)
→ There is a message for you.

vi. of:

- The dramas of shakespeare are interesting. (యొక్క)
- He is a man of morals. (సంబంధం, గుణము)
- I wrote the letter on a sheet of paper. (భాగం)
- She died of typhoid. (కారణము)
- Ravi came of a rich family. (అధారం, మూలం)
- She sent me a basket of fruits. (పదార్థముల గురించి)
- The table is made of wood. (వస్తువు గురించి)
- This is the factory of her uncle. (కలిగి యుండుట)

- He is blind of one eye. (హేతువు)
- What do they think of me. (సంబంధించిన)

vii. At:

- At 6.00p.m. I shall meet you. (నిర్దిష్ట కాలము)
- She is at school.(స్థానమును సూచించుటకు)
- India and pakistan at war. (పరిస్థితి)
- The car is going at full speed.(వేగమును సూచించుటకు)
- Sugar is sold at Rs. 14/- a kg. (ధర)
- She threw a stone at the cat.(లక్ష్యం)
- All the children are at play.(నిమగ్నం)
- My cousin lives at Tanuku. (చిన్న పట్టణాలకు ముందు)

viii. By:

- There is a house by the stream. (దగ్గర)
- She sat by her mother. (పక్కన)
- She is taller than by two inches. (కొలత)
- He swore by heaven. (ఒకదానిపై)
- She pulled the dog by chain. (సాదనంగా)

ix. To:

- Ravi came to meet me. (ఉద్దేశ్యము)
- He came to his village. (స్థలం)
- We shall pay to the last pie. (హద్దు)
- To their surprise, she won the race. (ఫలితం)

x. On:

- He kept the book on the desk. (స్థలము)
- She was born on the morning of the 15th August, 1944. (ఖచ్చితమగు కాలం)
- She is on probation this year. (పరిస్థితి)
- This is a book on grammar.(సంబంధించిన)
- She is on the staff of this school. (సభ్యత్వం)
- I am bent on reading law. (నిర్దిష్ట ఆశయం)
- He acts on the advice of his wife. (ఆధారం)

xi. Off:

- He threw his cat off. (దూరంగా)
- The wedding of kamala is put off. (వాయిదా)

xii. In:

- My brother lives in Mumbai. (స్థలము)
- I took my degree in 1980. (కాలం)
- Do not come out in the rain. (పరిస్థితి)
- The baby is dressed in silk. (లో)
- She spends her time in reading books. (పనిని తెలుపుటకు)

xiii. In to:

- The scout jumped into the river. (లోనికి)
- He ran into debts. (ప్రవేశించు)

xiv. Since: నిర్దిష్ట కాలం - point of time

- She has been living here since 1990.
- We have been playing since 4 p.m.

xv. For: period of time ను తెలుపుతుంది

- She has been living here for ten years.
- We have been playing here for an hour.

C. Fill in the blanks choosing the right word from choice given in brackets:

- ◆ Please, sign ink. (with, in, by)
Please sign in ink.
- ◆ The office is open 10 a.m. and 5 p.m. (from, between, since)
The office is open between 10 a.m. and 5 p.m.
- ◆ I go to school foot. (by, on, with)
I go to school on foot.
- ◆ He talked to methe telephone. (from, in, on)
He talked to me on the telephone.
- ◆ Listen me carefully,I'll not repeat it. (with, on, to)
Listen to me carefully, I'll not repeat it.

- ◆ He brokeon hearing about the loss of his wealth. (down, up, out)
He broke down on hearing about the loss of his wealth.
- ◆ The officer is looking the complaint. (in, at, into)
The officer is looking into the complaint.
- ◆ She is suffering a headache. (of, by, from)
She is suffering from a headache.
- ◆ A large number of people turned for the meeting. (in, on, out)
A large number of people turned out for the meeting.
- ◆ It's not easy to keep a secret two friends. (among, between, in)
It's not easy to keep a secret between two friends.
- ◆ The bus is overloaded passengers. (for, in, with)
The bus is overloaded with passengers.
- ◆ The king always looked himself in the mirrior. (for, at, in)
The king always looked at himself in the mirrior.
- ◆ He confessed..... her that he had done the mistake. (for, with, to)
He confessed to her that he had done the mistake.
- ◆ The secret of success lies hard work. (in, off, with)
The secret of success lies in hard work.
- ◆ On hearing the news, our grandmother burst tears. (with, into, out)
On hearing the news, our grandmother burst into tears.
- ◆ It has been raining Tuesday. (from, since, for)
It has been raining since Tuesday.
- ◆ The girl was brought by her grand parents. (out, up, over)
The girl was brought up by her grand parents.
- ◆ Now, the time is twelve minutes twelve. (with, for, to)
Now, the time is twelve minutes to twelve.
- ◆ The clever boy died an early age of ten. (of, at, on)
The clever boy died at an early age of ten.
- ◆ Naresh is suffering fever. (with, from, by)
Naresh is suffering from a fever.

D. CHOOSING THE RIGHT WORDS - PREPOSITIONS

- abide by
- abound in
- abound with
- absent from
- absorbed in
- accuse of
- adapt to
- accident to
- admit to
- admit of
- afflict with
- agree to
- agree with
- agree upon
- aim at
- alight from
- amazed to
- anxious to
- anxious about
- apologize to
- arrive at
- aware of
- backward in
- bank on
- bear with
- believe with
- bent on
- beware of
- boast of
- blind to
- born of
- break off
- break into
- break up
- break down
- bring about
- bring up
- burst into
- busy with
- call on
- call at
- call for
- care for
- care of
- charge with
- close to
- close by
- close down
- come across
- come up
- come in
- comment on
- compare with
- complain against
- complain of
- confer on
- confident of
- congratulate on
- consent to
- contrary to
- convict for
- crave for
- cure of
- cure for
- deaf to
- deal in
- deal with
- decide upon
- deprive of
- differ from
- disagree with
- dispose of
- dissuade from
- distinct from
- due to
- eligible for
- engaged to
- entrusted with
- envious of
- equal to
- excuse for
- exchange for
- fall under
- familiar with
- fascination for
- fit for
- fond of
- fall of
- free from
- furnish with
- get at
- get down
- get into
- get on
- get on with
- get over
- get through
- gifted with
- glad of
- glance over
- good at
- grateful for
- guilty of
- hand over
- hard on
- heir to
- hide from
- hit upon
- hopeful of
- identical with
- ignorant of
- impatient of
- include in
- indebted to
- inquire into
- inquire of
- insist on
- interest in
- interfere with
- invite to
- jealous of
- join in
- jump at
- jump of
- keen on
- keen to
- keep up
- knock at
- last for
- laugh at
- lead to
- limit to

- live on
- live by
- live at
- long for
- look at
- look for
- look into
- look on
- look up
- look after
- lost to
- lost in
- make up
- manage with
- match for
- meddle with
- make out
- match for
- meet with
- mix with
- mix up
- name after
- need of
- need for
- object to
- occur to
- open to
- part with
- part from
- pass for
- popular with
- prefer to
- preside over
- prevent from
- proud of
- protest against
- put on
- put out
- put off
- qualified for
- quick at
- ready for
- recover from
- refer to
- rely on
- retired from
- repent of
- run of
- run over
- run down
- search for
- send for
- short of
- slick of
- similar to
- slip off
- slip out
- slip down
- smile on
- stoop to
- sure of
- suitable for
- taste for
- tired of
- touch at
- touch upon
- true to
- used to
- useful for
- walk in
- walk out
- wanting in
- worthy of
- yield to
- zealous for
- zest for

1.7. CONJUNCTION (సముచ్చయము)

(రెండు మాటలను గాని రెండు phrase లను గాని రెండు clause లను గాని కలుపునది).

→ and, but, or, because, etc.

Conjunction adds or forms two words, phrases or two clauses. Some conjunctions are used in pairs. They are called co-relative conjunctions.

→ not only but also, either-or, whether-or, though.. yet.. etc.

It joins two phrases, such conjunctions are called phrase conjunctions.

→ as if, even if, as soon as, in order to, as well as, etc.

1.8. INTERJECTION (అశ్చర్యాధకము)

అశ్చర్యము, భయము, క్రోధము, సంతోషము మొదలగు మానసిక భావాలను, ఉద్దేశములను తెలుపు మాటలను interjections అంటారు. Hurrah! Ah!, Hush!, Alas! such words are to be followed with exclamatory marks.

1.9.

'Wh' - Questions

Who	ఎవరు, ఎవరిని, ఎవరికి
Whom	ఎవరిని, ఎవరికి
Whose	ఎవరిది, ఎవరి
Which	ఏది, ఏవి, ఏ, ఎవరు, దేన్ని
What	ఏమిటి, ఏమి, ఏ
What if	అయితే
What not	ఇంకా ఏమిటి
What time	ఎన్ని గంటలకి
When	ఎప్పుడు
Where	ఎక్కడికి, ఎక్కడ
Why	ఎందుకు
How	ఎలా, ఎంత
How much	ఎంత
How many	ఎన్ని, ఎంత మంది
How often	ఎంత తరచుగా, ఎన్నిరోజులకొకసారి, ఎంత సేపటికొకసారి
How far	ఎంత దూరం, ఎంత వరకు
How long	ఎంత పొడవు, ఎంత కాలం (నుంచి), ఎంత సేపు (సేపటి నుంచి)
How soon	ఎంత త్వరగా
How early	ఎంత ముందుగా
How late	ఎంత ఆలస్యంగా
How old	ఎంత వయస్సు
How hot	ఎంత వేడిగా, ఎంత కారంగా
Who else	ఇంకా ఎవరు, ఇంకా ఎవరిని, ఇంకా ఎవరికి
Whom else	ఇంకా ఎవరిని, ఇంకా ఎవరికి
What else	ఇంకా ఏమి
Where else	ఇంకా ఎక్కడ, ఇంకా ఎక్కడికి
When else	ఇంకా ఎప్పుడు
How else	ఇంకా ఎలా

పై పదాలతో ప్రశ్నలు ఎలా అడుగుతారో కొన్ని ఉదాహరణలు పరిశీలిద్దాం.

(a) **Who** **ఎవరు, ఎవరిని, ఎవరికి**

Who saw it first? దాన్ని ముందు ఎవరు చూశారు?

Whom did she marry? ఆమె ఎవరిని పెళ్ళి చేసుకుంది?

Who did you tell about it? దాన్ని గురించి నువ్వు ఎవరికి చెప్పావు?

(b) **Who else** **ఇంకా ఎవరు, ఇంకా ఎవరికి, ఇంకా ఎవరిని**

Who else participated in it? దాంట్లో ఇంకా ఎవరు పాల్గొన్నారు?

Who else did you invite to dinner? నువ్వు డిన్నరుకు ఇంకా ఎవరిని పిలిచావు?

Who else did you tell about it? నువ్వు దాన్ని గురించి ఇంకా ఎవరికి చెప్పావు?

- (c) **Whom** **ఎవరిని, ఎవరికి**
Whom did she marry? ఆమె ఎవరిని పెళ్ళి చేసుకుంది?
Whom did you tell about it? దాన్ని గురించి నువ్వు ఎవరికి చెప్పావు?
- (d) **Whom else** **ఇంకా ఎవరిని, ఇంకా ఎవరికి**
Whom else did you invite to dinner? నువ్వు డిన్నరుకు ఇంకా ఎవరిని పిలిచావు?
Whom else did you tell about it? నువ్వు దాన్ని గురించి ఇంకా ఎవరికి చెప్పావు?
- (e) **Whose** **ఎవరిది, ఎవరి**
Whose is this car? ఈ కారు ఎవరిది?
Whose car is this? ఇది ఎవరి కారు?
- (f) **Which** **ఏది, ఏ, ఎవరు, ఏడి, ఏవి**
Which is your car? నీ కారు ఏది?
Which colour do you like most? నీకు ఏ రంగు అత్యంత ఎక్కువ ఇష్టం?
Which of these three girls is most beautiful?
 ఈ ముగ్గురు అమ్మాయిలలో ఎవరు ఎక్కువ అందంగా ఉన్నారు?
Which is her husband in this photograph? ఈ ఫోటోలో ఆమె భర్త ఏడి?
Which are your books? మీ పుస్తకాలు ఏవి?
Which rank did she get in the EAMCET? ఆమెకు ఎమ్సెట్లో ఏ ర్యాంకు వచ్చింది?
- (g) **What** **ఏమిటి, ఏమి, ఏ**
What is this? ఇది ఏమిటి?
What did you eat for lunch? నువ్వు లంచ్‌కి ఏమి తిన్నావు?
What newspaper do you read? నువ్వు ఏ పేపరు చదువుతావు?
- (h) **What else** **ఇంకా ఏమి**
What else did he say about me? వాడు నా గురించి ఇంకా ఏమన్నాడు?
- (i) **What time** **ఎన్ని గంటలకి**
What time did you go to bed last night?
 రాత్రి నువ్వు ఎన్ని గంటలకు పడుకున్నావు?
- (j) **When** **ఎప్పుడు**
When did you buy this car? నువ్వు ఈ కారు ఎప్పుడు కొన్నావు?
- (k) **When else** **ఇంకా ఎప్పుడు**
When else did he drink? వాడు ఇంకా ఎప్పుడు త్రాగాడు?
- (l) **Where** **ఎక్కడ, ఎక్కడికి**
Where is your school? మీ స్కూలు ఎక్కడ ఉంది?
Where are you going? నువ్వు ఎక్కడికి వెళ్తున్నావు?

A cow has four legs
one

An owl flies at night
one

Radha works 15 hours a day
one

David smokes three cigarettes an hour
one

d) మనం 'a' లేదా 'an' ను ఎక్కడ వాడినా దానికి one ఒక, any/every ఏ/ప్రతి, per కి అనే అర్థాలలో ఏదో ఒక అర్థం ఉంటుంది.

e) ఇప్పుడు 'a' ను ఎక్కడ వాడాలో 'an' ను ఎక్కడ వాడాలో తెలుసుకుందాం. ఒక singular count noun ను తెలుగులో రాసి చూస్తే, దాని మొదటి అక్షరం, అ, ఆ, ఇ, ఈ, ఊ, ఎ, ఏ, ఐ, బ, ఓ, ఔ లలో ఒకటయితే ఆ noun ముందు 'an' ను వాడాలి.

- an umbrella, an upside down position, an artist, an inkpot, an egg, an eagle, an Urdu medium school, an elephant, an aeroplane, an apron, an island, an old man, an outsider, a European, a one rupee coin, an hour, an SP, an MLA, an heir, an honest person

f) **Some important points**

We use 'an' before the words that start with letters 'A' or 'I'.

- an apple, an ant, an aeroplane, an apron, an Asian, an inkbottle, an Indian, an island, an icecream, an idiot, an isle, an institute.

'E' తో మొదలయ్యే nouns ను తెలుగులో వ్రాసినప్పుడు 'య' కు సంబంధించిన ధ్వని ఉంటే 'A' లేకపోతే 'An' వస్తుంది. (అ, ఆ, ఇ, ఈ... రూలు apply చెయ్యండి)

- An egg, A eulogy

'O' తో మొదలయ్యే nouns ముందు దాదాపు 'an' వస్తుంది. కాని one అనే పదంతో మొదలయ్యే nouns ముందు 'a' వస్తుంది. (అ, ఆ, ఇ, ఈ.. రూలు).

- an old man, an orange, an onion, a one legged girl, a one eyed man, a one rupee coin.

'U' తో మొదలయ్యే పదాల ముందు ఎక్కువగా 'an' వస్తుంది. 'U' తో మొదలయ్యే పదానికి ప్రారంభంలో 'య' ధ్వని వుంటే 'a' వస్తుంది.

- an umbrella, a university

g) ఒక noun A, E, I, O, U అనే అక్షరాలలో ఒక అక్షరంతో మొదలైనప్పుడు 'an' రావాలని, ఇతర సందర్భాలలో 'a' రావాలని కొంతమంది బోధిస్తుంటారు. కాని ఈ సూత్రము అన్నిచోట్ల

వర్తించదు. Noun 'A' తో కాని 'I' తో కాని మొదలైనప్పుడు మాత్రమే ఏ సందర్భంలో అయినా 'an' వస్తుంది. Noun, E, O, U లలో ఒక దానితో మొదలైనప్పుడు కొన్నిసార్లు 'an' మరికొన్నిసార్లు 'a' వస్తుంది. కనుక మీరు అ, ఆ, ఇ, ఈ... సూత్రమును జ్ఞాపకం ఉంచుకుంటే A/An ను ఏ సందర్భంలో అయినా correct గా వాడగలుగుతారు.

h) **Definite Article:** 'The' 'ది' vowel sound ముందు 'ది' గాను consonant sound ముందు 'ద' గాను పలకాలి.

The definite article is used:

→ When we speak of a particular person or thing, or one already referred to.

- The book you want is out of print
- The students of this University are noted for their discipline
- Call the man waiting outside.

→ When we speak of things which are the only one of their kind.

- the sun, the moon, the sea, the earth

→ When a person or thing has been already mentioned earlier, the definite article is used in later references to the particular person or thing.

- I saw a beggar near the bus stop, the fellow came to me with outstretched hands.

→ When it is clear from the context that a particular person or thing is meant, 'the' definite article is used.

- I was talking to the Mayor yesterday
(Must be the mayor of the speaker's city)
- He went to the bazar to buy provisions.
(Must be the market he usually goes)

→ When a singular noun is used to represent the whole class of things to which it belongs

- The lotus is a lovely flower
- The camel is the ship of the desert

→ Before names of rivers, gulfs, seas, groups of islands, mountain ranges etc. (not individual peaks & mountains)

- the Ganges, the Missisipi, the Persian gulf, the Pacific ocean.

→ Before the names of certain well known books.

- the Bible, the Ramayana, the Khuran.

→ Before a proper noun when it is used as common noun.

- Kalidas is the Shakespeare of India.

- Before an adjective in the superlative degree.
 - The longest day has the shortest night
 - Akbar was the greatest Moghul emperor
- Before an adjective to make it a noun in the plural
 - The rich must help the poor
- As an adverb in such sentences.
 - The more you speak, the less you grasp.
- We use 'the' before superlative degrees.
 - Raju is the cleverest of all the boys in the class.
- When we use the numbers like first, second, etc. to show the position of something in a series.
 - She sat in the second row
 - I was the third on the list.
- Before the names of the directions
 - the north, the east
- Before the names of the parts of the day
 - In the morning, In the afternoon
 - exceptions: at night, by night, by day, at dawn, at twilight, at dusk
- Before the names of seasons (but it is not compulsory) (the) summer (the) spring
- Before the names of decades, centuries and historic periods and historical events.
 - The nineteen thirties, the first world war, the twentieth century, the Battle of Kalinga
- Before the names of deserts, valleys, plateaus, groups of mountains, newspapers published in English, trains, ships, hotels, restaurants, museums, galleries, theatres, playhouses, clubs, libraries, hospitals, well known organizations, musical instruments, banks, holybooks, measurements.

No article is used before the names of days of the week, names of the months, lakes, parks, gardens, individual islands, names of newspapers published in other languages than in English, names of stations and airports, religious festivals, names of churches and cathedrals, names of streets, roads, buildings, continents, countries, states, cities, towns and villages, names of diseases, planets, stadiums, games and names of subjects of study.

3. TENSES (కాలములు)

- A. Simple Present Tense:** We use the simple present tense to denote general actions, routines or habits, general truths and University truths. ఒక నిర్ణీత కాల వ్యవధి ప్రకారం జరిగే దైనందిన వ్యవహారాలు లేదా అలవాట్లతో పాటు అన్ని కాలాలకీ వర్తించే శాశ్వత సత్యాలను తెలుపునది simple present tense

Subject + form of the verb + object

- Birds (fly) in the sky.
Birds **fly** in the sky.
- Gopi (come) here every sunday
Gopi **comes** here every sunday
- The Earth (revolve) round the Sun
The Earth **revolves** round the Sun

If the subject is third person singular number, we have to add 's' or 'es' to verb for. In questions and negative sentences, the auxiliary very (do) takes 'es' but not the main very (first form of the verb)

Examples:

- a. A week (have) seven days
- b. Stars (twinkle)
- c. We (play) football on Sundays
- d. The Prime Minister (leave) for Japan on Monday
- e. The postman (deliver) letters
- f. Indians (celebrate) the Independence Day on 15th August
- g. Buffaloes (be) generally black in colour
- h. We eat so that we (may) live
- i. Rice (be) the staple food of the South Indians
- j. A cat (drink) milk

- B. Present Continuous Tense:** We use present continuous tense to ongoing actions i.e., actions which are happening now. మనము మాట్లాడుచున్నప్పుడు గానీ, వ్రాస్తున్నప్పుడు గానీ ఒక పని ఇంకా కొనసాగుతూ ఉండే present continuous tense వాడతాం.

Subject + am/is/are + the first form of a verb + ing.....

- I (write) a novel now-a-days
I **am writing** a novel now-a-days.
- We smell something (burn)
We smell something **burning**.

Examples:

- a. What am I (tell) you now?
- b. See, who is (sing) there?
- c. Where is he (get) ready?
- d. I (wait) for the University bus.
- e. They (learn) yoga this week.
- f. it..... (rain) or (dizzle) outside?
- g. What you (think) now?
- h. you not (use) this room?
- i. We (discuss) tomorrow's seminar.
- j. Mother (sew) buttons on to my shirt.

- C. Present Perfect Tense:** We use present perfect tense to denote actions which were completed a short time ago. పని ఇప్పుడే పూర్తి అయినది అని చెప్పటకు present perfect tense వాడాలి. ఖచ్చితం కాని లేక నిర్ణీత కాలాన్ని సూచించే Adverb అగు yet, already, often, never, always, sometimes, lately, recently, just మొదలగు పదాలతో సామాన్యంగా వ్రాయాలి.

subject + have/has + third form of a verb....

- We (buy) this book now.
We have bought this book now.
- He (pass) recently.
He has passed recently.
- She already (do) her home work.
She has already done her home work.

Examples:

- a. Raju just (ask) me about you.
- b. We not yet (finish)
- c. She (work) here for three years.
- d. They (play) cards here till now.
- e. All of them (take) lunch just now.
- f. you ever (see) Mrs. Sonia Gandhi.
- g. I never (quarrel) with anybody so far.
- h. You just (tell) me about it.
- i. They (leave) the place half-an-hour ago.
- j. I (do) homework so far.

D. Present Perfect Continuous Tense: We use the present perfect continuous tense to denote actions which began at some time in the past , continued up to now and are possible to continue into the future. ఒక పని ప్రారంభమై ఇంకా కొనసాగుచూ ఉన్నప్పుడు present perfect continuous tense వాడాలి.

Subject + have/has + been + first form of a verb + ing...

- Ravi (work) hard on this book but now he needs some rest.
Ravi **has been working** hard on this book but now he needs some rest.
- She (weep) for the last two hours.
She **has been weeping** for the last two hours.
- They (discuss) since 3 p.m.
They **have been discussing** since 3 p.m.

Examples:

- a. I (teach) English since 1981.
- b. She (sleep) since 11.00 am.
- c. They (work) since yesterday.
- d. He (search) for you for one hour.
- e. What (happen) there since morning?
- f. How many people (working) there since wednesday?
- g. she (cry) since then?
- h. Who not (do) homework for five days?
- i. I (work) all day.
- j. Raju not (smoke) for a month.

E. Simple Past Tense: We use simple past tense to denote past actions. లోగడ వుండైన పనులను తెలుపుటకు simple past tense వాడాలి. But in questions and negative sentences, an auxiliary verb (did) takes (V1) form i.e., first form of the verb.

Subject + second form of a verb...

- She (go) out for a walk.
She **went** out for a walk.
- I (post) the letter.
I **posted** the letter.

- The bell (ring)
The bell **rang**.
- I (not got) anywhere yesterday.
I **did not go** anywhere yesterday.
- Yogi (not perform) well in the previous exam.
Yogi **did not perform** well in the previous exam.

Examples:

- a. I (see) a movie yesterday.
- b. Last year, I (eat) fish every day.
- c. You (work) very hard yesterday.
- d. I (meet) Babu on last monday.
- e. She (not come) to College last week.
- f. your father (retire) last month?
- g. They (play) cricket yesterday.
- h. How far (do) you (walk) on that day?
- i. Which of these two (do) she (like)?
- j. When India (get) independence?

F. Past Continuous Tense: We use past continuous tense to denote ongoing actions in the past i.e., actions which were happening in the past. గతంలో ఇంకా పని కొనసాగుతున్నప్పుడు అని చెప్పటకు past continuous tense వాడాలి. సమయ నిర్దేశం (past tense) లో చెప్పనప్పుడు past continuous tense వాడాలి.

Subject + was/were + first form of a verb + ing.....

- He (cook) dinner, when the door bell (ring).
He **was cooking** dinner, when the door-bell **rang**.
- I (watch) the TV. when my father (arrive).
I **was watching** the TV. when my father **arrived**.
- The students (play) football last evening.
The students **were playing** football last evening.

Examples:

- a. We (wait) for you at this time yesterday.
- b. He (drive) at 90 kmph then.
- c. They (play) cards here at 2.00 pm yesterday.
- d. She (not read) anything then.

- e. you (plan) to go Chennai last month?
- f. she (go) to the office then?
- g. Where she (come) from at 11.00 PM last night?
- h. Why you (shout) at Gopi at this time yesterday?
- i. You (not teach) here at 10.00 AM yesterday.
- j. Raju (going) somewhere in a car at 10.00 am.

G. Past Perfect Tense: We use past perfect tense to denote actions which took place before a particular time in the past. When two actions occurred, the earlier occurred action is indicated by the past perfect tense and the later occurred action is indicated by the simple past. జరిగిపోయిన రెండు పనులను తెలుపుటకు, మొదటి పనికి past perfect tense వాడి రెండవ పనికి simple past tense వాడాలి.

subject + had + third form of a verb

- They (arrive) here by 6.00 pm yesterday.
They **had arrived** here by 6.00 pm yesterday.
- She(leave) for Bombay by the time I (come) to the Station.
She **had left** (leave) for Bombay by the time I **came** (come) to the Station.

Examples:

- a. They (come) by then.
- b. The meeting (finish) by the time we reached.
- c. The thief (escape) already before the police (reach) the place.
- d. The bell (ring) before I (step) in the hall.
- e. We (dine) when the lights (go) off last night?
- f. He already (finish) his homework before teacher (ask) him.
- g. not she (start) it until you (phone) her?
- h. not you (getup) when they (come) to your home.
- i. Ramana (go) to Delhi before I(go) to Hyderabad.
- j. We (go) there by 6.00 pm yesterday.

H. Past Perfect Continuous Tense: We use past perfect continuous tense to denote actions which began in the past and continued up to a specific time in the later past and were possible to continue further.

గతంలో ఎప్పుడో మొదలైన పనులు, ఆ తరువాత కూడా కొంత కాలము కొనసాగిన యెడల past perfect continuous tense వాడవలెను.

subject + had + been + first form of a verb + ing

- We (discuss) it for two hours when you came.
We **had been discussing** it for two hours when you came.
- It (function) for a month by yesterday.
It had been functioning for a month by yesterday.

Examples:

- a. I (write) novels for ten years when I got the Jnanapeeth award.
- b. You (work) here for six months when I joined.
- c. They (build) that bridge for six years when it collapsed.
- d. They (dig) this canal for two months by the day before yesterday.
- e. She (wait) for you at the library for two hours when I met her.
- f. He (study) here for five years by last monday.

I. Simple Future Tense: We use simple future tense to denote actions which will take place in the future. భవిష్యత్తులో జరిగే పనులను తెలియజేయుటకు simple future tense ను వాడాలి.

subject + will/shall + first form of a verb...

- I (participate) in a seminar tomorrow.
I **will participate** in a seminar tomorrow.
- You (reach) there by 6.00 pm tomorrow.
You **will reach** there by 6.00 pm tomorrow.

Examples:

- a. She (not come) tomorrow.
- b. he (give) us party next week?
- c. you (bring) your father to college tomorrow?
- d. When she (come) here again?
- e. I (give) him full marks
- f. They (begin) it day after tomorrow.
- g. She (not like) this saree.
- h. They (be) here for another ten days.

J. Future Continuous Tense: We use the future continuous tense to denote ongoing actions in the future. భవిష్యత్తులో ఒక నిర్దిష్ట సమయమవుడు జరుగుతూ వుండే పనులను తెలియజేయుటకు future continuous tense వాడాలి. భవిష్యత్తులో ఒక incomplete action ఇది సూచిస్తుంది.

subject + will/shall + be + first form of a verb + ing

- I (wait) tomorrow by 10.00 AM tomorrow.
I **will be waiting** tomorrow by 10.00 AM tomorrow.
- We (play) tennis at this time tomorrow.
We **will be playing** tennis at this time tomorrow.

Examples:

- a. I (go) to Khammam at this time tomorrow.
- b. She (not work) here by next week at this time.
- c. They (not sleep) then

K. Future Perfect Tense: We use the future perfect tense to denote actions which will have happened before a certain time in the future. భవిష్యత్తులో ఒక నిర్దిష్ట సమయానికి జరిగి ఉండే పనులను తెలియజేయుటకు future perfect tense వాడాలి.

subject + will/shall + have + third form of a verb

- I (complete) his work by next month.
I **will have completed** his work by next month.
- We (reach) there by 6.00 pm tomorrow.
We **will have reached** there by 6.00 pm tomorrow.

Examples:

- a. She (come) home by the time you go there.
- b. We (buy) a car by the next August.
- c. You (arrive) there by 7.00 pm tomorrow.

L. Future Perfect Continuous Tense: We use the future perfect tense to denote an action that begins at some time in the past and will be completed by a certain time in the future. గతంలో ఎప్పుడో యొదలైన పనులు భవిష్యత్తులో ఒక నిర్దిష్ట సమయానికి కొనసాగుతూ ఉంటాయి.

subject + will/shall + have been + first form of a verb + ing...

- By the time you get there they ... (wait) for you for three hours.
By the time you get there they **will have been waiting** for you for three hours.

ఈ tense లో negative statement మరియు questions దాదాపు ఉండవు. ధైనందిన జీవితంలో ఈ tense ఉపయోగం కూడా అరుదే.

Fill in the blanks with the correct forms of the verbs given in brackets.

- a. We (see) a movie yesterday.
We saw a movie yesterday.
- b. If our team (play) the game well, we ... (win) the match last week.
If our team had played, the game well, we would have won the match last week.
- c. He (get) up early every day at five o'clock and (go) for a walk immediately.
He gets up early every day at five o'clock and goes for a walk immediately.
- d. I (sleep) when the rain (start).
I was sleeping when the rain started.
- e. When the postman (come) yesterday, the dog (bark) at him.
When the postman had come yesterday, the dog barked at him.
- f. When we (reach) the cinema, the film (start). So we could not see the beginning.
When we reached the cinema, the film had started. So we could not see the beginning.
- g. When he (get) back the answer-script, he saw he (make) several mistakes.
When he got back the answer-script, he saw he had made several mistakes.
- h. He (cook) dinner, when the door bell (ring).
He was cooking dinner, when the door bell rang.
- i. She (have) a bath when the telephone bell (rang).
She was having a bath when the telephone bell rang.

- j. After he (finish) his studies in the U.S.A. he (stay) back for two years.
After he had finished his studies in the U.S.A. he stayed back for two years.
- k. While he (dig) in the garden, he (find) an old coin.
While he was digging in the garden, he found an old coin.
- l. If you (take) care of the small coins, one day, you (become) rich.
If you take care of the small coins, one day, you will become rich.
- m. Yesterday, a telegram (arrive) when I (take) my breakfast.
Yesterday, a telegram arrived when I was taking my breakfast.
- n. Our teacher (work) on this project for the last two years, he (not finish) it yet.
Our teacher has been working on this project for the last two years, he has not finished it yet.
- o. When we (reach) the station, the train (leave)
When we reached the station, the train had left.
- p. Please (send) for the doctor, father (have) high fever.
Please send for the doctor, father has high fever.
- q. If you ... (win) the prize, I ... (be) the first person to congratulate you.
If you win the prize, I shall be the first person to congratulate you.
- r. (Have) he worked hard, he (pass) the examination.
Had he worked hard, he would have passed the examination.
- s. Somebody ... (pull) the chain and so the driver ...(have) to stop the train.
Somebody pulled the chain and so the driver had to stop the train.
- t. It (be) a known fact that empty vessels (make) a lot of noise.
It is a known fact that empty vessels make a lot of noise.
- u. The patient (die) already by the time the doctor (arrive)
The patient had died already by the time the doctor arrived.

- v. As I (be) going round the exhibition, I (come) across a merry-go-round.
As I was going round the exhibition, I came across a merry-go-round.
- w. I (spend) last summer in Ooty whereas my parents (be) in Hyderabad.
I spent last summer in Ooty whereas my parents were in Hyderabad.
- x. She ... (work) in the kitchen, when her kids ... (return) home from school.
She was working in the kitchen, when her kids returned home from school.
- y. I (do) not like to see Ravi until he (apologize).
I do not like to see Ravi until he apologizes.
- z. Tomorrow we (can) expect a good match because the weather forecast (be) favourable.
Tomorrow we can expect a good match because the weather forecast is favourable.
- aa. After coming home he always (take) tea and (start) teaching his children.
After coming home he always takes tea and starts teaching his children.
- ab. Hindi (speak) in many parts of India but I (not know) how to speak and write in Hindi.
Hindi is spoken in many parts of India but I do not know how to speak and write in Hindi.
- ac. While he (go) to the office, he (meet) with an accident.
While he was going to the office, he met with an accident.

Exercise: Please frame many more patterns of this kind for understanding the usage of verbs in all the tenses.

	Person	Present tense	Past tense	Future tense
I	I singular / plural	Am / are + Noun / Adjective	Was / were + Noun / Adjective	Will/shall + be + Noun/ Adjective
We				
You	II singular / plural	Are + Noun / Adjective	Were + Noun / Adjective	Will/shall + be + Noun/ Adjective
He	III singular	Is + Noun / Adjective	Was + Noun / Adjective	Will/shall + be + Noun/ Adjective
She				
They	III plural	Are + Noun / Adjective	Were + Noun / Adjective	Will/shall + be + Noun/ Adjective
	Person	Present tense	Past tense	Future tense
I	I singular / plural	Have + Noun / Adjective	Had + Noun / Adjective	Will / shall have + Noun / Adjective
We				
You	II singular / plural	Have + Noun / Adjective	Had + Noun / Adjective	Will / shall have + Noun / Adjective
He	III singular	Has + Noun / Adjective	Had + Noun / Adjective	Will / shall have + Noun / Adjective
She				
They	III plural	Have + Noun / Adjective	Had + Noun / Adjective	Will / shall have + Noun / Adjective

i) ఈ క్రింది వాక్యములను ఇంగ్లీష్ లో అనువదించుము

- a) రామయ్య ట్రాక్టరు చక్కగా నడుపుతాడు.
- b) వెంకయ్య పొలం పనులు శుభ్రంగా చేస్తాడు.
- c) అతను వ్యవసాయ శాస్త్రవేత్త.
- d) సుభాష్ వ్యవసాయ శాస్త్రంలో పట్టభద్రుడు.
- e) నైరుతి ఋతుపవనాలు జూన్-జూలై మాసాలలో వర్షిస్తాయి.
- f) రాజారావు ఎప్పుడు తన పొలంలో ఆరు తడి పంటలనే పండిస్తాడు.
- g) సేంద్రీయ ఎరువులు పొలానికి బలాన్నిస్తాయి.
- h) నీకు ఉద్యానవన పంటల గురించి తెలుసా?
- i) ఆంధ్రప్రదేశ్ లో పాడి పరిశ్రమకు కొరత లేదు.
- j) ప్రతి రైతు సాంకేతవిజ్ఞానవేత్తగా వ్యవహరించాలి.
- k) రైతులంతా తమ వ్యవసాయ సమస్యల మీద వ్యవసాయ విస్తరణాధికారులను సంప్రదిస్తారు.
- l) శ్రీరాములు ఎల్లవేళలా పొలానికి నడిచే వెళతాడు.
- m) మా ఊరి రైతులంతా రోజూ టీవీలో వ్యవసాయ కార్యక్రమాలన్నీ చూస్తారు.
- n) రైతులు ఎక్కువగా వాణిజ్యపరమైన పంటలనే పండిస్తారు.
- o) చాలా సార్లు ప్రతిపంటకు గిట్టుబాటు ధర పలకదు.
- p) మెట్ట వ్యవసాయాన్ని ఎక్కువగా పేకాట వ్యవస్థగా వ్యవహరిస్తారు.

ii)

- a) సీతారామయ్య పొలంలో ఏమి చేయుచున్నాడు?
- b) అతను వరిపంట మీద మందు పిచికారీ చేయుచున్నాడు.
- c) కూలీలు మొక్కజొన్నపంటలను నాటుతున్నారు.
- d) కొంత మంది కూలీలు వరిపొలంలో కలుపు తీయుచున్నారు.
- e) ఆ పొలానికి జనం ఎక్కువగా ఎందుకు వెళ్ళుచున్నారు.
- f) అక్కడ వరిపొలంలో రూపొందిస్తున్న టీవీ కార్యక్రమాన్ని చూడడానికి వెళ్ళుచున్నారు.
- g) రైతుకూలీలు చెట్లకింద గుమిగూడి ఏమి చేయుచున్నారు?
- h) ఎడతెరిపి లేకుండా వర్షం కురుస్తూనే ఉంది.
- i) సుబ్బరామరాజుగారు పొలంలో తడుస్తూనే పని చేస్తున్నారు.
- j) ఆ పొలానికి చుట్టూ ముళ్ళకంచెలేయిస్తున్నారు.

iii)

- a) రామయ్య తన పొలాన్ని దుక్కిదున్ని ఉంచాడు.
- b) జోగయ్య పొలంలో కూలీలు వరినారును పీకేసి ఉన్నారు.
- c) సుబ్బారావు తన కొబ్బరి తోటలోని కొబ్బరి కాయలను లారీల మీద పంపించేసి ఉన్నాడు.
- d) కూలీలు పొలంలో మందు పిచికారీ చేసేసి ఉన్నారు.
- e) ఆ పొలంలోని మొక్కజొన్నపంట పక్కానికి వచ్చేసి ఉన్నది.

iv)

- a) అతను ఎంత కాలం నుండి వ్యవసాయం చేస్తున్నాడు?
- b) ఎప్పటినుండి ఆ పొలంలో వరి పండిస్తున్నారు?
- c) సుమారు 3 సం॥ల నుండి రాజన్న తన పొలాన్ని కౌలుకిస్తున్నాడు.
- d) ఆ పొలంలో కేవలం సేంధ్రీయ ఎరువలనే వాడడం చూస్తున్నాం.
- e) 5, 6 సం॥ల నుండి ప్రత్తి దిగుబడి తగ్గిపోతూ ఉంది.

v)

- a) సీతారామయ్య ప్రత్తి పండించి చాలా నష్టపోయాడు.
- b) సుబ్బయ్య నిన్ననే తన పొలానికి నీరు పెట్టాడు.
- c) ఆ పొలంలోని వంగ పంటకు వైరస్ తెగులు సోకింది.
- d) ఈ సంవత్సర వాతావరణ పరిస్థితులు ప్రత్తి పంటకు అనుకూలంగా లేవు.
- e) రైతులెంత మొత్తుకున్నా వారి ఉత్పత్తులకు గిట్టుబాటు ధర దొరకలేదు.

vi)

- a) సుభాష్ గతసంవత్సరంలో ఇదే సమయానికి దుక్కి దున్నుచున్నాడు.
- b) పోయిన సంవత్సరం జూన్ మాసంలో ఇదే సమయానికి కుండపోతగా వర్షం కురుస్తోంది.
- c) పోయిన ఏడాది ఇదే సమయానికి రైతులంతా దు:ఖిస్తున్నారు ఎందుచేత?
- d) తమ పంట పొలాలన్నీ తుఫాను తాకిడికి గురై పూర్తిగా మునిగి తేలుతున్నాయి.
- e) సుబ్బరామరాజు పోయిన జనవరి మాసంలో ఇదే సందర్భంగా ఎంతో ఆనందోత్సాహాలతో సంక్రాంతి పండుగను జరుపుకుంటున్నాడు.

4. VOICE

a. Voice: Voice denotes the form of verb. క్రియాపదము యొక్క స్థితి లేక రూపాన్ని voice తెలుపుతుంది.

b. There are two types of Voice in English. They are: i) Active Voice, ii) Passive Voice. ఆంగ్ల భాషలో రెండు రకాల voice లు ఉన్నాయి. అవి కర్త ప్రధానం గలవి Active voice. కర్మకు ప్రాధాన్యతనిచ్చేవి Passive voice.

i) Active Voice: A verb is said to be in the Active voice when its form shows that the person or thing denoted by the subject, does something. క్రియ యొక్క రూపం వ్యక్తి లేక వస్తువు ఏ పనిని చేయుచున్నదో తెలిపేది Active voice.

ii) Passive Voice: A verb is said to be in the Passive Voice when its form shows that something is done to the person or thing denoted by the

subject. క్రియా రూపం వ్యక్తి లేక వస్తువుపై ఏ విధమైన ఫలితాన్ని చూపుతుందో తెలిపేది Passive voice.

- Mr.Raman **teaches** grammar. (A.V.)
- Grammar **is taught** by Mr.Raman (P.V.)

c. When a sentence is changed from the Active to Passive voice:

i) *The object in the Active voice becomes the subject in the Passive voice.*

iii) *The subject in the Active Voice becomes the object after the verb (Past participle for of the verb) 'by'.*

A model may be seen in the following table.

Tense	Voice	Simple	Continuous	Perfect	Perfect Continuous
Present	Active	I give	I am giving	I have given	I have been giving
	Passive	I am given	I am being given	I have been given	---
Past	Active	I gave	I was giving	I had given	I had been giving
	Passive	I was given	I was being given	I had been given	---
Future	Active	I shall give	I shall be giving	I shall have given	I shall have been giving
	Passive	I shall be given	---	I shall have been given	---

◆ Active Voice: Sita sings a song.
Passive Voice: A song is sung by Sita.

◆ Active Voice: Sita is singing a song.
Passive Voice: A song is being sung by Sita.

- ◆ Active Voice: Sita has sung a song.
Passive Voice: A song has been sung by Stia.
- ◆ Active Voice: Sita sang a song.
Passive Voice: A song was sung by Sita.
- ◆ Active Voice: Sita was singing a song.
Passive Voice: A song was being sung by Stia.
- ◆ Active Voice: Sita will sing a song.
Passive Voice: A song will be sung by Sita.
- ◆ Active Voice: The Farmer grows crops.
Passive Voice: Crops are grown by the farmer.
- ◆ Active Voice: Open the door.
Passive Voice: Let the door be opened.
- ◆ Active Voice: Please, open the door.
Passive Voice: You are requested to open the door.
- ◆ Active Voice: Do you speak English?
Passive Voice: Is English spoken by you?
- ◆ Active Voice: When will you finish your homework?
Passive Voice: When will your homework be finished by you?
- ◆ Active Voice: Someone has stolen my pen
Passive Voice: My pen has been stolen by some one.
- ◆ Active Voice: Who owns this building?
Passive Voice: By whom is this building owned?
- ◆ Active Voice: Mrs. Sailaja teaches us grammar.
Passive Voice: We are taught grammar by Mrs. Sailaja
- ◆ Active Voice: The Court punished the criminal.
Passive Voice: The criminal was punished by the Court.

- ◆ Active Voice: Kamala is reading a poem.
Passive Voice: A poem is being read by Kamala
- ◆ Active Voice: Obey your teachers.
Passive Voice: Let your teachers be obeyed.
- ◆ Active Voice: She has not answered the paper well.
Passive Voice: The paper has not been answered well by her.
- ◆ Active Voice: Who typed this letter?
Passive Voice: By whom was this letter typed?
- ◆ Active Voice: The police were taking the thieves to prison.
Passive Voice: The thieves were being taken to prison by the police.
- ◆ Active Voice: They enjoy swimming.
Passive Voice: Swimming is enjoyed by them.
- ◆ Active Voice: The President is visiting Vizag tomorrow.
Passive Voice: Vizag is being visited by the President tomorrow.
- ◆ Active Voice: He says that it is not an easy job.
Passive Voice: It is said that it is not an easy job.
- ◆ Active Voice: Can the porter lift this heavy box?
Passive Voice: Can this heavy box be lifted by the porter?
- ◆ Active Voice: Who put salt in my coffee?
Passive Voice: By whom was salt put in my coffee?
- ◆ Active Voice: Did the movie interest you?
Passive Voice: Were you interested by the movie?
- ◆ Active Voice: Do they teach music?
Passive Voice: Is music taught by them?
- ◆ Active Voice: Cement produces concrete.
Passive Voice: Concrete is produced by cement.

- ◆ Active Voice: Sometimes bad roads kill even good drivers
Passive Voice: Even good drivers are some times killed by bad roads

Note: Sometimes we use a sentence without the agent or doer of action. In this regard what is done is important rather than who does it. Also when the agent is known or unknown, the agent is not usually mentioned.

కొన్ని సందర్భాలలోని వాక్యంలో ఎవరిచే చేయబడిందో మనం పేర్కొన అవసరంలేదు. ఎలానంటే అటువంటి వాక్యాలలో ఫలితం లేక పని ముఖ్యంగాని ఎవరిచే అని కాదు. ఉదాహరణలు

- ◆ Active Voice: The Judge delivered the judgement.
Passive Voice: The judgement was delivered.

ఇచట by the Judge అని passive voice లో వ్రాయనక్కరలేదు. ఎందుకంటే Judgement యిచ్చేది Judge అని అందరకు విధితమే.

- ◆ Active Voice: Someone has sent the message.
Passive Voice: The message has been sent.

ఇచట message పంపబడినది. ఇది ముఖ్యంగాని ఎవరు పంపారు అనవసరం. అందువల్ల by some-one వ్రాయనక్కరలేదు.

4.1 Present Tense Passive Voice:

- ◆ Radha **eats** an apple, (eat - ate -eaten)
An apple **is eaten** by Radha.
- ◆ Birds **build** nests, (build - built - built)
Nests **are built** by birds.
- ◆ I **drink** milk. (drink - drank - drunk)
Milk **is drunk** by me.
- ◆ She **knows** the way. (know - knew - known)
The way **is known** to her.
- ◆ Mr. Reddy **teaches** English. (teach - taught - taught)
English **is taught** by Mr. Reddy.

4.2 Past TensePassive Voice:

- ◆ Kapil Dev **bowled** Laura. (bowl - bowled - bowled)
Laura **was bowled** by kapil Dev.
- ◆ Alexander Flemming **discovered** pencillin. (discover- discovered -
discovered)
Pencillin **was discovered** by Alexander Flemming.
- ◆ She **taught** us Hindi. (teach - taught - taught)
We **were taught** Hindi by her.
- ◆ Robot **did** the job. (do - did - done)
The job **was done** by Robot.

4.3 Future Tense Passive Voice:

- ◆ They **will laugh** at you. (laugh - laughed - laughed)
You **will be laughed** at.
- ◆ She **will arrange** a dinner. (arrange - arranged - arranged)
A dinner **will be arranged** by her.
- ◆ I should **do** the work. (do - did - done)
The work **should be done** by me.
- ◆ We should **keep** our promises. (keep - kept - kept)
Our promises should **be kept**.
- ◆ They **will play** the match tomorrow. (play - played - played)
The match **will be played** tomorrow by them.(arrange - arranged -
arranged)

4.4 Present & Past Continuous Tenses Passive Voice:

- ◆ They **are mending** the chairs. (mend- mended - mended)
The chairs **are being mended** by them.
- ◆ We **were playing** tennis. (play - played - played)
Tennis **was being played** by us.
- ◆ Lakshmi **is teaching** English.
English **is being taught** by Lakshmi.

4.5 Perfect Tense Passive Voice:

- ◆ They **have posted** the letters. (post - posted - posted)
The letters **have been posted**.
- ◆ Sachin **has scored** sixty-five runs. (score - scored - scored)
Sixty-five runs **have been scored** by Sachin.
- ◆ Polya **has read** the letter. (read - read - read)
The letter **has been read** by Polya.
- ◆ He **has deposited** all his money. (deposit - deposited - deposited)
All his money **has been deposited**.
- ◆ We **have planned** a trip to Mysore. (plan - planned - planned)
A trip **has been planned** to Mysore by us.

Examples:

- ◆ They are singing a song.
A song **is being sung** by them.
- ◆ The police have arrested the thief.
The thief **has been arrested** by the police.
- ◆ Bahuguna started a movement against the contractors.
A movement **was started** by Bahuguna against the contractors.
- ◆ The gentleman is opening an account.
An account **is being opened** by the gentleman.

- ◆ India conducted the first Afro-Asian games successfully.
The first Afro-Asian games **were conducted** successfully by India.
- ◆ She writes letters.
Letters **are written** by her.
- ◆ They have advertised our products.
Our products **have been advertised**.
- ◆ I know her.
She **is known** to me.
- ◆ They are repairing the roads in our town.
The roads in our town **are being repaired** by them.
- ◆ Shahjahan built the Taj Mahal.
The Taj Mahal **was built** by Shah Jehan.
- ◆ A lorry knocked him down.
He **was knocked down** by a lorry.
- ◆ The peon opened the gate.
The gate **was opened** by the peon.
- ◆ Has a dog ever bitten you? (bite - bit - bitten)
Have you ever **been bitten** by a dog.
- ◆ His grandfather founded this school.
This school **was founded** by his grandfather.
- ◆ He painted the house all by himself.
The house **was painted** all by himself.
- ◆ They will announce the results in a week's time.
The results **will be announced** in a weeks' time.
- ◆ Waterman invented the Fountain pen in 1884.
The fountain pen **was invented** by waterman in 1884.
- ◆ They are building a new road to the market. (build - built - built)
A new road **is being built** to the market.
- ◆ They will elect a new President next week
A new President **will be elected** next week.
- ◆ They will give the winner a Maruti Car.
The winner **will be given** a Maruti Car.

- ◆ The Police have arrested the criminals.
The criminals **have been arrested** by the Police.
- ◆ Someone will serve refreshments after flag hoisting ceremony.
Refreshments **will be served** after flag hoisting ceremony
- ◆ They are repairing the roads in our town.
The roads in our town **are being repaired** by them.
- ◆ The Commission has already declared the result.
The result **has already been** declared by the Commission.
- ◆ They have recently build several dams.
Several dams **have been recently built** by them
- ◆ They have postponed the programme.
The programme **has been postponed**.
- ◆ They advertised our products.
Our products **were advertised** by them
- ◆ Bubka has set a new World record in high jump.
A new World record **has been set** by Bubka in high jump.
- ◆ Alexander Flemming discovered pencilin.
Pencilin **was discovered** by Alexander Flemming.
- ◆ R.K.Narayan wrote the" Guide".
'The Guide' **was written** by R.K.Narayan
- ◆ The Finance Minister will present the budget next month.
The budget **will be presented** next month by the Finance Minister.
- ◆ They have postponed the function for a week.
The function **has been postponed** for a week by them.
- ◆ We feed dogs on meat.
Dogs **are fed** on meat.
- ◆ Who drew the picture?
By whom **was the picture** drawn.

- ◆ Rash driving causes many accidents.
Many accidents **are caused** by rash driving.
- ◆ John Baird invented Television in 1925.
Television **was invented** by John Baird in 1925.
- ◆ You should finish the work by tomorrow.
The work **must be finished** by tomorrow.
- ◆ We will celebrate children's day on 14th November.
Children's day **will be celebrated** by us on 14th November.
- ◆ India produces a great deal of iron.
A great deal of iron **is produced** by India.
- ◆ They have bought a new car.
A new car **has been bought** by them.
- ◆ Don't spoil this work.
Let this work **be not spoiled**
- ◆ Sastryji gave the slogan jai jawan jai kisan.
The slogan Jai jawan Jai kisan **was given** by Sastryji.
- ◆ She has earned Forty rupees.
Forty rupees **have been earned** by her.
- ◆ I shall do the work.
The work **will be done** by me.
- ◆ We can do nothing without hardwork.
Nothing **can be done** without hardwork.
- ◆ Somebody wants you on the telephone.
You **are wanted** on the telephone.
- ◆ We use milk for making butter.
Milk **is used** by us for making butter.

5. DIRECT AND INDIRECT SPEECH

ఒకరు చెప్పిన మాటలను ఇంకొకరితో రెండు విధములుగా చెప్పవచ్చును. వారు చెప్పిన మాటలను చెప్పినది చెప్పనట్లుగా చెప్పట Direct Speech మూడవ వ్యక్తిగా అదే మాటలను చెప్పట Indirect Speech. ఇది సంక్షిప్తంగా చెప్పటకు వీలవుతుంది.

- We actually quote the words of the speaker. This is called direct speech.
- We report what the speaker said. This is called indirect or reported speech.
- Remove the inverted commas in the indirect speech.
- Make the following changes; while transforming a sentence from direct to indirect.

(a)	Direct Speech	Indirect Speech
	Simple present	Simple past
	Present continuous	Past continuous
	Present perfect	Past perfect
	Present perfect continuous	Past perfect continuous
	Simple past	Past perfect
	Past continuous	Past perfect continuous

b. Along with a change in the tenses, other changes that occur while changing/transferring sentences from Direct speech to Indirect speech

this	---	that	these	---	those
now or just	---	then	here	---	there
today	---	that day	tomorrow	---	the next day
ago	---	before	will	---	would
come	---	go	shall	---	should
can	---	could	may	---	might
last night	---	the night before			
yesterday	---	the previous day / the day before			

c. Simple Statements

- **Direct:** Ravi said, "I am busy today"
Indirect: Ravi said that he was busy that day
- **Direct:** The teacher said, "The sun rises in the east"
Indirect: The teacher said that the sun rises in the east

d. Interrogative sentences:

- He said to me, "Where can I get an application form"?
He asked me where he could get an application form.
- The teacher said, "Have you done your homework"?
The teacher asked if I had done my home work.
- "Why don't you get vaccinated"? the doctor asked.
The doctor asked why I didn't get vaccinated.

e. Imperative sentences:

- The captain said to the soldiers, "Attack the enemy now".
The captain ordered the soldiers to attack the enemy then.
- "Please take me to the officer", said the visitor
The visitor requested them to take him to the officer.
- She said, "Let us have a picnic on sunday".
She suggested that they should have a picnic on sunday.

f. Exclamatory sentences:

- Rama said, "Hurrah! I have won the match."
Rama exclaimed with joy that he had won the match.
- He said, "What a fool Lakshmi is."
He exclaimed that Lakshmi was a big fool.
- The villager said, "May God save the king."
The villager prayed that God might save the king.

g. Some more examples (from direct to indirect speech)

- ◆ **Simple Present Tense:**
"I never eat sweets", he explained.
He said that he never ate sweets
- ◆ **Present Continuous Tense:**
"We are waiting for Raman", he said.
He said that they were waiting for Raman
- ◆ **Present Perfect Tense:**
"I have found a good pond", the tortoise said.
The tortoise said that it had found a good pond.
- ◆ **Present Perfect Continuous Tense:**
Sridhar said, "I have been waiting for good days."
Sridhar said that he had been waiting for good days.
- ◆ **Simple Past Tense:**
"I took the new frock home with me", Kamala said.
Kamala said that she had taken the new frock home with her.
- ◆ **Future Tense:**
The Minister said, "I will be in Delhi on sunday."
The Minister said that he would be in Delhi on sunday.
- ◆ **Future Continuous Tense:**
"I will be using the moped myself on the 20th", she said
She said that she would be using the moped herself on the 20th.

Examples:

- "I am the most handsome man", he said to himself.
Ans: He told himself that he was the most handsome man.
- "Do you want to come with me?" she said to him
Ans: She asked him whether he wanted to go with her.
- Gandhi said. "I should be here at the stroke of five."
Ans: Gandhi said that he should be there at the stroke of five.

- "I think we haven't met before," said the stranger to me.
Ans: The stranger told me that he thought that they had not met previously.
- "Can I ask you a question?" The inspector said to the man.
Ans: The inspector asked the man if he could ask him a question.
- Binu asked his father, "Do you buy a car tomorrow?"
Ans: Binu asked his father whether he would buy a car the next day.
- Raju said, "what can I do now?"
Ans: Raju asked what he could do then.
- He said, "Is the money deposited?"
Ans: He asked whether the money was deposited.
- He said, "My sister is writing letters."
Ans: He said that his sister was writing letters.
- "Have you done your homework?" said the teacher to the student.
Ans: The teacher asked the student whether he had done his homework.
- "I am very hungry," she said.
Ans: She said that she was very hungry.
- "I will teach myself how to read and write," he said.
Ans: He said that he would teach himself how to read and write.
- "When are you going to finish your homework?" she said to her son.
Ans: She asked her son when he was going to finish his home work.
- "Can I ask you a question?" the reporter said to the Minister.
Ans: The reporter asked the minister if he could ask him a question.
- "Were you able to meet her?" My friend asked me.
Ans: My frined asked me if I was able to meet her.
- "Can you wait a little longer?" My brother said to me.
Ans: My brother asked me if I could wait a little longer.

- "Did you meet her last week?" The inspector asked the man.
Ans: The inspector asked the man whether he had met her the previous week.
- "Did you get to the college on time?" Mother asked Ramya.
Ans: Mother asked Ramya whether she got to the college on time.
- "I can't find my English reader anywhere" said Laila.
Ans: Laila said that she couldn't find her English reader anywhere.
- "Do you want to come with me?" she said to him
Ans: She asked him whether he wanted to come with her.
- "I have seen the film twice," he said.
Ans: He said that he had seen the film twice.
- "What kind of books do you often read?" she asked him
Ans: She asked him what kind of books he often reads.
- "When will you go to the city?" She asked him.
Ans: She asked him when he would go to the city.
- The man asked his wife, "Can we go to the cinema this evening?"
Ans: The man asked his wife if they could go to the cinema that evening.
- The doctor asked the patient, "Did you eat anything this morning?"
Ans: The doctor asked the patient if he had eaten anything that morning.
- The teacher said, "Has anyone seen my diary?"
Ans: The teacher asked if anyone had seen his diary.
- "I don't want to go to Delhi," Indira told Seenu.
Ans: Indira told Seenu that she did not want to go to Delhi.
- The policeman asked the driver, "Would you show me your licence?"
Ans: The policeman asked the driver if he would show him his licence.
- The stranger asked me, "Where can I get a car for hire?"
Ans: The stranger asked me where he could get a car for hire.

- The teacher said, "A week has seven days."

Ans: The teacher said that a week has seven days.

(Don't write 'had'. This is a universal truth. Hence it should be in the Present Tense.)

- She said to me, "Are you attending to the function?"

Ans: She enquired me whether I was attending to the function.

- The officer said to the clerk, "I will suspend you."

Ans: The officer warned the clerk that he would suspend him.

- "Send for the royal barber immediately" said the king in loud voice.

Ans: The king shouted to send for the royal barber immediately.

6. PUNCTUATION

మనము వ్రాయుటలో గాని చదువుటలో గాని ఎచ్చబెచ్చుట అపవలెనో సూచించు గుర్తులను Punctuation Marks అందురు. వాక్యములను అర్థయుక్తంగా చదువుటకు Punctuation Marks సహాయపడును.

a) full stop, b) question mark, c) exclamatory mark, d) the comma, e) Semicolon, f) colon, g) colondash, h) quotation mark, i) dash, j) hyphen, k) apostrophe, l) brackets, m) double dash, n) capital letters, are punctuation marks.

a) Full stop (.): వాక్యము చివర యుంచు గుర్తు. It is marked at the end of the sentence. అబ్రివేషన్స్లో ప్రతి అక్షరము తర్వాత full stop పెట్టవలెను.

- B.E., A.N.G.R.A.U., S.B.H., etc.

b) Question mark (?): ప్రశ్నలకు చివర full stop యుంచరాదు. Question mark పెట్టవలెను. To make the end of the direct question, (?) mark should be used.

c) Exclamation (!): ఆశ్చర్యము, భయము, సంతోషము మొదలగు భావావేశాలను తెలుపుటకు ఆశ్చర్యార్థకమును వాడాలి. It is marked after interjections, i.e., after sudden emotions or wishes, and used to mark a forceful utterances or to indicate sudden surprise, admiration, incredibility, etc.

- oh!, Alas!, etc.

- d) The comma (,):** తక్కువ నిలుపుదలను సూచిస్తుంది. It represents the shortest pause.
- e) Semicolon(;):** Full stop కంటే తక్కువ comma కంటే ఎక్కువ నిలుపుదలను సూచిస్తుంది. It represents a pause of greater importance than that of comma. Semicolon is to separate parallel expressions.
- Health means happiness; illness means misery.
 - Peace is construction; war , destructive.
- f) Colon (:):** Semicolon కంటే ఎక్కువ నిలుపుదలను సూచిస్తుంది. (Still more complete pause than that of semicolon). Colon is used to introduce a long formal quotation.
- Francis Bacon observes: People in technical field need to express thier ideas clearly.
- It is also used for citation of journals and proportions.
- Journal of Linguistics: 241-256
 - 5:3:1
- g) Colondash (-):** ఒకే వస్తువునకు కాని, వ్యక్తికి కాని విషయమునకు కాని సంబంధించిన అంశముల జాబితా తెలియజేస్తుంది. It represents a list of things, individuals or items that belong to the same group.
- h) Quotation mark (" "):** Direct speech లోని మాటలను quotation లో ఉంచవలెను. It represents the direct speech of a person, and to indicate special usage of a word.
- i) Dash(-):** వాక్యములో ఖాళీ (blank) గా నున్న మాటలను సూచించును It is an abrupt pause.
- j) Hyphen (-):** Hyphen, Dash కన్నా చిన్న గీత compund words లో వేరు మాటలను కలుపుటకుపయోగించు చిన్న గీత. It connects the compound words, a shorter than that of a dash. It is also used to join compound numbers
- father-in-law, sixty-nine, etc.
- k) Apostrophe ('):** Passive case ను సూచించుటకు nouns s కు మధ్య apostrophe వాడతారు. It shows the omission of a letter.
- Rama's book, Revathi's pen

It is also used to show that certain figures or letters have been omitted.
- '77 for 1977, can't for cannot, I've for I have

l) Brackets (()): Brackets are used to indicate references and to insert a parenthesis. We have already discussed (Chapter 7) how to deal with such situations.

- Immovable property (land and buildings) can be offered as security for debts.

m) Capital letters: వాక్యము యొక్క మొదటి అక్షరమునకు, నేను అను అర్థమిచ్చు personal pronoun కు మరియు God అను పదమునకు బదులుగా వాడబడు పదమునకు అక్షరములు వాడుదురు, Capitals are also to begin a sentence, and before a proper noun.

Capitals letters are used before the names of places, persons, things organizations, designations, names of days, months, religious days, etc.

- Delhi, Revathi, Beuro of Statistics, Finance Officer, Monday, September, New year, Diwali

It is also used before Adjectives of nationality, names of trains, aeroplanes, ships, at the beginning of a direct quotation, and for abbreviations.

- Indian, Taj Express, U.N.E.S.C.O., etc.

PUNCTUATE THE FOLLOWING SENTENCES:

- he is a good doctor in the town
- i want to buy a pencil a pen a notebook and others
- our teacher was simple modest unassuming person but we respect him
- shakespeare said neither a borrower nor a lender be
- where are you going
- oh india won the match
- he is efficient hardworking
- when the bell rings we shall go to the class
- the sweet melodious music came to a close and there was a thunderous applause
- gandhiji the father of the nation lived a simple life

ANSWERS:

- He is a good doctor in the town.
- I want to buy a pencil, a pen, a notebook and others.
- Our teacher was simple, modest, unassuming person; but we respect him.
- Shakespeare said: "Neither a borrower nor a lender be."
- Where are you going?
- Oh! India won the match.
- He is efficient and hardworking.
- When the bell rings, we shall go to the class.
- The sweet, melodious music came to a close; and there was a thunder applause.
- Gandhiji, the Father of the Nation, lived a simple life.

7. QUESTION TAGS

Question Tag ఏ విధంగా వ్రాయాలో గమనించండి.

ఇవ్వబడిన వాక్యపు పొడిగింపే Question Tag. ఇది Yes or No అని అర్థం వచ్చేటట్లు ధృవీకరణ చేస్తుంది. ఈ పొడిగింపు పదాలు 2 లేక 3 కంటే మించవు. ఇవ్వబడిన వాక్యాలలో సహాయక క్రియలగు (Auxilliary Verbs) am, is, are, was, were, will, would, shall, should, can, could, do, does, did, has, have, had, may, might, need, ought మొదలగు పదాలున్నట్లయితే వాటిని మొదటి పదంగా వ్రాయాలి. సహాయక క్రియలు లేనట్లయితే, ఇచ్చిన verb యొక్క Tense ను బట్టి do, does, did అనే సహాయక క్రియలు వాడాలి. ఇవ్వబడిన వాక్యాలలో no గాని, not గాని, never గాని, వున్నట్లయితే వాటిని question tag లో వ్రాయకూడదు. ఒకవేళ ఇవి లేనట్లయితే వాటిని Question Tag లో అర్థానుసారం రెండవ పదంగా వ్రాయాలి.

Question Tag లో చివరి పదంగా subject ను గాని, Reflexive pronoun గాని (I, we, you, he, she, it, they) వ్రాయాలి. చివర '?' ప్రశ్నార్థకం ఉండాలి.

Examples:

- Please lend me your pen.
Please lend me your pen, don't you?
- Sita sings well.
Sita sings well, doesn't she?
- Ramani does not come today.
Ramani does not come today, does she?
- They came yesterday.
They came yesterday, didn't they?

N.B: ఇచ్చట ఇవ్వబడిన వాక్యంలో సహాయక క్రియలేదు. అయినా did + come = came కాబట్టి సహాయక క్రియ అయినది.

- I am young.
I am young, amn't I?
- I like sweets.
I like sweets, don't I?
- I don't like cricket.
I don't like cricket, do I?
- They have two children.
They have two children. Haven't they?
- Chandan has a Maruti car.
Chandan has a Maruti car, hasn't he?
- He can repair T.V. sets.
He can repair T.V.sets, can't he?
- Ramesh can't swim.
Ramesh can't swim, can he?
- These are the sweetest mangoes.
These are the sweetest mangoes, aren't they?

- She will be punished.
She will be punished, won't she?
- They should go immediately.
They should go immediately. Shouldn't they?
- One must obey one's officer.
One must obey one's officer, mustn't one?
- We ought to pay taxes.
We ought to pay taxes, oughtn't we?
- Stop arguing.
Stop arguing, don't you?
- Kiran is a director.
Kiran is a director, isn't he?
- Raju draws pictures well.
Raju draws pictures well, doesn't he?
- Ajay can repair radios.
Ajay can repair radios, can't he?
- I am right.
I am right, amn't I?
- The Chief Minister came by air.
The Chief Minister came by air, didn't he?
- Your mother will help me.
Your mother will help me, won't she?
- This story isn't very interesting.
This story isn't very interesting, is it?
- All of them speak Telugu well.
All of them speak Telugu well, don't they?

8. COMMANDS, REQUESTS - LANGUAGE FUNCTIONS

Study the following:

- a) **Suggestion:** (సూచన ఇచ్చే వాక్యాలు ఈ క్రింది విధంగా ప్రారంభం అవుతాయి)
Shall we?, Can we?, I propose, It's better, Can it be possible...?
- b) **Seeking permissions:** (అనుమతిని కోరేటప్పుడు ఈ క్రింది విధంగా వాక్యాలను వ్రాయాలి)
May I.....?, May we.....?, Can I.....?, Can we, Could I
- c) **Expressing thanks:** (ధన్యవాదములు తెలుపునపుడు ఈ క్రింది విధంగా వాక్యాలను వ్రాయాలి)
Thanks, Thank you, Thankyou very much, Thank you sir, Thank you madam, I am thankful to you
- d) **Seeking information:** (వివరాలను కోరే వాక్యాలను ఈ క్రింది విధంగా మొదలుపెట్టాలి)
Tell me....., Please tell me....., would you tell me....., would you mind telling me....., could you tell me....., could you kindly tell me....., I shall be grateful if you tell me....., I wonder if you could tell me....., I would like to know....., I think you don't mind telling me.....
- e) **Giving a positive answer:** (అంగీకారాన్ని తెలుపుటకుగాను వాక్యాలను క్రింది విధంగా ప్రారంభించాలి)
Yes..., Yes, ofcourse..., Yes please....., Certainly..., Surely....., With pleasure...
- f) **Giving a negative answer:**(తిరస్కారాన్ని తెలుపుటకుగాను వాక్యాలను ఈ క్రింది విధంగా ప్రారంభించాలి)
No..., Never..., Sorry..., I'm really sorry....., I would like to say yes, but...
- g) **Expressing congratulations:** (అభినందనలను తెలుపుటకుగాను వాక్యాలను ఈ క్రింది విధంగా ప్రారంభించాలి)
Congratulations....., My hearty congratulations..., Many happy returns of the day...
- h) **Expressing sorry:** (విచారాన్ని తెలుపుటకుగాను వాక్యాలను ఈ క్రింది విధంగా ప్రారంభించాలి)
Sorry, I'm really sorry, It's a sad news, It's sad that....., I regret that.....

i) **Other words:** (ఇతర పదాలు)

Alas!.... విచారాన్ని తెలుపుతుంది, very glad....ఆనందాన్ని తెలుపుతుంది, Hurrah!....
విజయాన్ని తెలుపుతుంది, How nice.....! ఆశ్చర్యాన్ని తెలుపుతుంది, What a.....!
ఆశ్చర్యాన్ని తెలుపుతుంది, Oh, I am pleased.... అమితానందాన్ని తెలుపుతుంది.

9. SYNTHESIS - COMBINING THE SENTENCES

- Two simple sentences can be combined into one sentence.
- Certain phrases or words like too-to, in order to, so that not, unless, if not, not only - but also, as well as, in addition to, so that, otherwise, or else etc., should be used to join the sentences.
- Study the examples scrupulously.

Examples:

a. **Too - to:**

Sarala is very short. She cannot reach the cupboard.
Sarala is **too** short **to** reach the cupboard.

b. **So - that - (not):**

- He was very tired. He needed some rest.
He was **so** tired **that** he needed some rest.
- The price of this T.V. is very high. I cannot buy.
The price of this T.V. is **so** high **that** I **can't** buy.

c. **So that:**

Sow the seed. Reap the harvest.
Sow the seed **so that** you can reap the harvest.

d. **So that - not:**

Kamalakar is studying hard. He does not like to fail.
Kamalakar is studying hard **so that** he **doesn't** fail

e. **Unless:**

- Work hard. You will get a first class.
Unless you work hard, you won't get a first class.

- You must have a ticket. You can get in.
 Unless you have a ticket, you cannot get in.

- f. **In order to:**
 My cousin went to Hyderabad. He had to attend an interview.
 My cousin went to Hyderabad **in order to** attend an interview.
- g. **When:**
 She sent us the note. She will arrive by what time.
 She sent us the note **when** she will arrive.
- h. **Otherwise:**
 Pay back my money. I won't talk any more.
 Pay back my money, **otherwise** I won't talk any more.
- i. **Because:**
 He starved. He died.
 He died **because** he starved.
- j. **Since:** (in the sense of 'because')
 The notice was about holidays. We were overjoyed.
 We were overjoyed **since** the notice was about holidays.
- k. **As:** (in the sense of 'because')
 He was not there. I spoke to his brother.
 As he was not there, I spoke to his brother.
- l. **As soon as:**
 The hunter saw the bird. Then he aimed his gun at it.
 As soon as the hunter saw the bird, he aimed his gun at it.
- m. **Although:**
 A book is a book. There may be nothing in it.
 A book is a book, **although** there may be nothing in it.
- n. **But:**
 She may be rich. I don't care.
 She may be rich **but** I don't care.

- o. Not only - but also**
The thief stole my watch. He beat me.
The thief **not only** stole my watch **but also** beat me.
- p. Either - or:**
Gopi must come. If he does not, his brother must come.
Either Gopi **or** his brother must come.
- q. Neither - nor:**
Patel is not a European. Nehru is not a European.
Neither Patel **nor** Nehru is a European.
- r. Or else:**
Learn how to swim. You won't be drowned.
Learn how to swim **or else** you will be drowned.
- s. In addition to:**
Gopal broke his left arm-bone. He broke his left thumb also.
Gopal broke his left arm-bone **in addition to** his left thumb.
- t. Yet:**
I tried my best. I could not get the scholarship.
I tried my best, **yet** I could not get the scholarship.
- u. If not:**
Keep calm. I will throw you out.
If you don't keep calm, I'll throw you out.

Examples:

A. Combine the following sentences as indicated in the brackets.

- ◆ Sathya is a singer, he is a dancer also. (Rewrite using 'not only... but also')
Sathya is not only a singer but also a dancer.
- ◆ I walked all the way to school. I had missed the bus. (Combine using 'since')
Since I had missed the bus, I walked all the way to school.

- ◆ The light is very dim. She can't read. (Combine using 'too....to')
The light is too dim to read.
- ◆ The problem is very difficult. so it can't be solved easily. (combine using 'too...to')
The problem is too difficult to solve it easily.
- ◆ He is very kind. He cannot punish his son. (Combine using 'so...that')
He is so kind that he cannot punish his son.
- ◆ He worked quietly. No one would hear him. (Combine using 'so...that')
He worked **so** quietly **that** no one would hear him.
- ◆ Train left at 6.00. We reached the station at 6.15. (Combine using 'when')
When we reached the station at 6.15, the train had already left at 6.00.
- ◆ We are planning to see a film. It is a holiday tomorrow. (Combine using 'since')
Since it is a holiday tomorrow, we are planning to see a film.
- ◆ I was going down the stairs. I slipped and fell. (Combine with 'as')
As I was going down the stairs, I slipped and fell.
- ◆ The rain started. The lights went off. (combine with 'As soon as')
As soon as the rain started, the lights went off.
- ◆ Mahesh threw stones at the mangoes. The farmer then shouted at him. (Combine using 'when')
When Mahesh threw stones at the mangoes, the farmer shouted at him.
- ◆ He had given me a book. I read it twice. (Combine the sentences using 'which')
I read the book twice **which** he had given. (or) He had given a book which I read twice.
- ◆ He was sorry. He lost his money. (combine the sentences using 'because')
He was so sorry **because** he lost his money.

- ◆ Let us talk to the manager. We may get some concession (combine using 'unless')
Unless we talk to the manager, we may not get any concession.
- ◆ The hunter saw the tiger. Immediately he got ready to shoot. (combine using 'as soon as')
As soon as the hunter saw the tiger, he got ready to shoot it.
- ◆ My grandmother is very weak. She cannot make a long tedious bus journey to Tirupati. (Combine using too...to)
My grandmother is too weak to make a long tedious bus journey to Tirupati.
- ◆ Pratap went to Hyderabad. He had to appear before an Interview Board. (Combine using in order to)
Pratap went to Hyderabad in order to appear before an interview Board.
- ◆ He wanted to save the child. He rushed into the burning house. (Combine using 'so that')
He rushed into the burning house so that he could save the child.
- ◆ Pathan took two wickets. Then the play was interrupted by rain (combine using 'before')
Pathan had taken two wickets before the play was interrupted by rain.
- ◆ She sings well, Her songs are melodious. (Combine using the adverb of manner)
She sings melodiously.
- ◆ You say so. I must believe it. (combine using since).
Since you say so, I must believe it.
- ◆ The notice was circulated. All the members might know the facts. (Combine using since)
The notice was circulated so that all the members might know the facts.

- ◆ You must start immediately. You will miss the train. (Combine using otherwise)
You must start immediately otherwise you will miss the train.
- ◆ She was clever. She was pretty. (Combine using both)
She was both clever and pretty.
- ◆ There has been a big rise in prices. You think the Government should bring down the prices (combine using ought to)
The government ought to bring down the prices.

10. WRITING CONDITIONAL SENTENCES

- In a sentence an 'If clause' denotes a condition.
- If the meaning in the given sentences suggest 'negative result', start your answer with a negative verb pattern in the 'If clause'.
- Study the following sentences carefully.

A. CONDITIONAL SENTENCES

- a. I see him. I shall give him a lift.
If I see him, I shall give him a lift.
- b. I shall lend you my pearls, promise me to take care of them.
If you promise me to take care of my pearls, I shall lend them to you.
- c. Heat the ice. It will turn into water.
If you heat the ice, it will turn into water.
- d. Unless I have a quiet room, I shall not be able to do any work.
If I have a quiet room, I shall be able to do any work.
- e. Unless you work hard, you won't be successful.
If you work hard, you will be successful.

- f. Unless we make haste, we won't catch the flight.
If we make haste, we will catch the flight.
- g. He did not clean his wind screen and so he was not able to see where he was going.
If he cleaned his wind screen, he would be able to see where he was going.
- h. I did not win a big prize. I would give up my job.
If I won a big prize, I would not give up my job.
- i. I had not known that you were in the hospital. I did not visit you.
If I had known that you were in the hospital, I would have visited you.
- j. He had not known that the river was dangerous. He would not have tried to swim.
If he had known that the river was dangerous, he would not have tried to swim.

B. Examples:

- ◆ He did not read well. So he failed. (Combine using if)
If he had read well, he would not have failed.
- ◆ Polya was an illiterate. So she could not read the letter. (Combine using 'if')
If Polya was a literate, she could read the letter.
- ◆ Water the plants regularly. They will grow well. (Combine using 'if')
If you water the plants regularly, they will grow well.
- ◆ Let us hurry or we will miss the train.
If we don't hurry we will miss the train.
- ◆ Do you like ice? I shall get it from the fridge.
If you like ice, I shall get it from the fridge.
- ◆ I should have voted for her. But I had no vote then.
If I had a vote, I would have voted for her.

- ◆ You show me your hallticket. Only then I will let you in.
If you show your hall ticket, I will let you in.
- ◆ Unless you pay him regularly, he won't work for you at all.
If you pay him regularly, he will work for you.
- ◆ Don't tell me lies. I will be angry.
If you tell me lies, I will be angry.
- ◆ I don't have a ladder. How can I get over the wall?
If I have a ladder, I can get over the wall.
- ◆ Switch off the main lights before you go to bed. Then you can save energy.
If you switch off the main lights before you go to bed, you can save energy.
- ◆ The table will collapse. Don't stand on it.
If you stand on the table, it will collapse.
- ◆ Mr. Reddy wasted his money on gambling and so became poor.
If Mr.Reddy had not wasted his time on gambling, he would not have become poor.
- ◆ The driver drove slowly. So our bus reached late.
If the driver drove quickly, our bus would not have reached late.
- ◆ Be kind to all. God will also be kind to you.
If you are kind to all, god will be kind to you.
- ◆ He did not take a taxi to the bus station. So he missed the bus.
If he took a taxi to the bus station, he would not miss the bus.
(or)
If he had taken a taxi to the bus station, he would not have missed the bus.
- ◆ Show me your iron-safe. I shall open it with this master key.
If you show me your iron-safe, I shall open it with this master key.
- ◆ My sister got fat. She did not stop eating too much.
If my sister stopped eating too much, she would not get fat.

11. COMMUNICATION SKILLS - WORD POWER

Good communication skills include acquiring a fairly good range of vocabulary. English vocabulary has a remarkable range and adaptability. Use of any standard dictionary and book of synonyms will be helpful in expanding one's vocabulary. A few methods of improving vocabulary are – learning the 'roots' of the words, adding prefixes and suffixes, identifying antonyms and synonyms; understanding the collocations of words; and knowing the one-word substitutes for certain phrases and sentences.

భాష వ్యక్తీకరణకు మంచి పదముల అమరిక అవసరము. స్పష్టంగా మన ఆలోచనలకనుగుణంగా మాట్లాడాలంటే కావలసిన పదాలు వాడాలి. దీనికి పదాలు ఏర్పడే విధానాలు తెలుసుకోవాలి. నానార్థాలు, సమానార్థాలు, వ్యతిరేక పదాలు, ఉచ్చారణ ఒకేలా ఉన్నా అర్థంలో తేడాలున్న పదాలు, ఒకే స్పెల్లింగ్ ఉన్నా అర్థంలో తేడాలున్న పదాలు, మొదలగునవి తెలుసుకోవాలి. పదాలు ఏ మూలం నుండి వచ్చాయి, వాటికి సంబంధించిన ఇతరత్రా భాషలు (Greek, Latin, French, German) మరియు ఇచ్చే అర్థాలు, ఇలాగ రకరకాలుగా అధ్యయనం చేయవచ్చు

జాతీయాలు, నుడికారములు, పదబంధములు, తెలుసుకొని పదప్రయోగాలు విశదముగా అధ్యయనం చేయాలి. వివిధ భాషాభాగాలు (Parts of speech) క్షుణ్ణంగా తెలుసుకొని పదాలను ఉపయోగించే విధానము కూడా Dictionary ద్వారా కాని, సమగ్ర grammar book వలన కాని నేర్చుకోవాలి.

Spect : look, see

Spectacles, respect, suspect, prospect, introspect, inspect, retrospect, spectrum, spectator, spectacular

Port : carry, take

Import, export, support, deport, transport, rapport

Press : push, squeeze

Compress, depress, impress, suppress, express, repress

Scribe : write

Describe, prescribe, proscribe, inscribe, (inscription) subscribe, super scribe, circumscribe

Vert : turn

Divert, avert, convert, invert, revert, subvert, introvert, extrovert

Pose : place, put

Impose, depose, compose, repose, expose, transpose, oppose, suppose

It will be interesting to look up the meanings of these words in dictionary.

పదాల అర్థాలను Prefix లు (ముందు కలిపే అక్షరాలు) Suffix లు (పదాల చివర కలిపే అక్షరాలు) వలన కూడా కొంత తెలుసుకోవచ్చు.

There are many prefixes and suffixes in English which are useful in understanding even unfamiliar words.

Study the table below:

Prefix	meaning	examples
Auto	of/by oneself or itself	autograph, autobiography, automatic
Bio	refers to life/living things	biochemistry, biography, biodiversity, biology, biotechnology
Mono	one/single	monogram, monograph, monologue, monotonous
Post	after	postgraduate, postpone, postwar

There are groups of words and expressions which are natural combinations with associated meaning. They sound similar yet they have a subtle difference as per the context. They are of different types: adjectives, nouns, verbs, adverbs etc. here are some examples:

To describe your place of living/accommodation the following set of words are used contextually:

Home	accommodation	House	residence	abode
Building	habitat	flat/apartment	Quarters	lodging

Understanding and using such collocations is an important component of ‘mastering vocabulary’.

Another important method of enriching one’s vocabulary is learning of one-word substitutes. A one-word substitute is the appropriate choice of a word for an elaborate description. There is a vast range of one-word substitutes denoting various persons, trades, places, subjects, occasions, which will be greatly useful to the students in the competitive examinations. These words can be learnt with the help of a good dictionary and a Thesaurus (a dictionary of antonyms and synonyms).

Let us look at a few sets of one word substitutes and the expressions to which they are related.

A	B
hemisphere	- one half of the earth
atmosphere	- the layer of air or other gases surrounding a planet
Stratosphere	- the layer of earth’s atmosphere which lies between 10 and 50km above the earth.
Hydrosphere	- the water component of the earth, usually encompassing the oceans, seas etc.
Biosphere	- the part of the earth’s surface and atmosphere where there are living organisms.

Examples:

Find the meaning of the following words with the help of dictionary:

discovery	invention	hydro-power	adventure
investigation	monastery	exploration	archeology
museum	eco-system	crust	feast
aerobics	salad	dinner	genetics
nutrition	banquet	geophysics	dessert
brunch	astrophysics	cuisine	professional
cybernetics	breakfast	veteran	trousers
journey	sojourn	cardigan	pilgrimage
voyage	stockings	cruise	mortuary
tracksuit	sanctuary	observatory	overcoat
nanotechnology	bioengineering		

12. SYNONYMS

Abandon = desert, leave forsake, quit	Attempt = endeavour, assay, try
Ability = capacity, capability	Bear = endure, suffer, tolerate
Accuse = charge, impeach, indict	Beautiful = fair, fine, handsome, lovely, Pretty
Acknowledge = admit, confess, own	Beg = entreat, request, solicit, implore, beseech
Agree = assent, accede, concur, concede, consent	Begin = commence, start
Anger = fury, indignation, rage,	Behaviour = conduct, decorum, deportment
Annual = yearly	Benign = benevolent, gracious, generous, kind
Answer = reply, respond, rejoin	Blame = abuse, censure, rebuke
Admire = applaud, extol, flatter, praise	Bold = brave, courageous,
Announce = advertise, declare, proclaim, publish valiant	Busy = hard-working, industrious, diligent
Arrogant = conceited, haughty, proud	

calm = peaceful, quiet, tranquil
careful = alert, scrupulous, watchful, vigilant
clever = intelligent, sagacious, smart, shrewd, prudent, wise, judicious
common = familiar, ordinary, usual, popular, customary, regular
complete = finish, conclude
comprehend = apprehend, know
confusion = chaos, disorder,
correct = accurate, exact, right
decide = determine, resolve
defraud = beguile, cheat, deceive, frustrate, mislead
destroy = demolish, spoil
desist = cease, stop, leave
die = expire, perish, breathe last
disaster = calamity, catastrophe, misfortune
eager = ardent, anxious, curious, earnest, enthusiastic, fervent, keen
edibles = eatables, victuals, food, provisions
effeminate = unmanly, womanish
ejaculate = exclaim, cry out, safeguard
eminent = great, outstanding, mighty
enchant = charm, fascinate, bewitch
enemy = adversary, foe, opponent

enmity = hatred, hostility
enormous = big, huge, immense
enough = adequate, sufficient, ample, necessary
error = blunder, wrong, mistake
escape = evade, avoid, shun
exceed = excel, surpass
excuse = forgive, pardon
execute = do, perform, carry on, perplexity
fool = block-head, dunce, idiot
forbid = ban, prevent, prohibit
frank = candid, free, plain, open, straight forward
futile = ineffectual, useless, vain
gentle = mild, meek, modest, humble
get = accomplish, achieve, obtain
ghost = apparition, devil, demon, imp. Spirit
give = bestow, afford, furnish, supply, provide
gorgeous = grand, magnificent, splendid
greedy = avaricious, ambitious, covetous
guard = defend, protect, save,
hard = arduous, difficult, tough
hate = despise, detest, dislike,
honour = respect, regard, esteem

idle = dull, indolent, lazy, slow	odd = curious, peculiar, queer, strange, unusual
illness = ailment, disease, malady, disorder, sickness	offend = annoy, trouble, insult, outrage
intention = aim, desire, longing objective, purpose	ostentaneous = outwardly, vain, showy, glorious
join = combine, synthesize, unite, assemble	perfect = complete, whole
joy = happiness, gaiety, glee, mirth, delight, gladness, cheerfulness	price = cost, value, worth
kill = assassinate, murder, slay, stab	profuse = abundant, copious, extravagant, lavish
loiter = linger, roam, wander, ramble	prophecy = predict, foretell
lonely = solitary, single, secluded	quarrel = dispute, dissension, feud, strife, fight
madness = craze, frenzy, insanity	real = true, genuine, sincere
maim = cripple	rescue = deliver, redeem, save
mate = companion, comrade, friend	reveal = disclose, discover, tell, display, divulge
method = manner, mode, a way	sad = sorrowful, gloomy, dejected
mitigate = alleviate, reduce, lighten	see = behold, eye, espy, gaze, look, observe, perceive
miraculous = wonderful, marvelous	serious = grave, solemn, sober
mourn = grieve, lament, weep	shake = quake, quiver, shiver
new = fresh, modern, novel	show = exhibit, expose, display
noxious = harmful, dangerous	speak = say, talk, utter, tell, chat, converse
old = ancient, antique, past	stern = harsh, rigid, severe, stiff, strict
obstacle = hindrance, hurdle, impediment, obstruction	surprise = amaze, astonish, astound, wonder

teach = educate, explain, expound,
instruct

think = brood, consider, reflect,
muse, meditate

thrift = economy, frugality, husbandry

thrive = develop, flourish, bid,
improve, prosper, fare

use = employ, utilize,

verdict = decision, judgement,
sentence

verge = edge, border, margin

villain = rascal, rogue, scoundrel

13. ANTONYMS

increase	x	decrease	departure	x	arrival
kind	x	cruel	despair	x	hope
first	x	last	diligent	x	idle
forget	x	remember	dry	x	wet
wrong	x	right	discourage	x	encourage
full	x	empty	early	x	late
difficult	x	easy	empty	x	full
success	x	defeat	enemy	x	friend
good	x	bad	external	x	internal
bold	x	timid	failure	x	success
beautiful	x	ugly	fair	x	foul
accept	x	reject	float	x	sink
junior	x	senior	gather	x	scatter
in	x	out	general	x	particular
permanent	x	temporary	genuine	x	false
natural	x	artificial	guilty	x	innocent
quiet	x	noisy	hard	x	soft
stale	x	fresh	heavy	x	light
safe	x	danger	hollow	x	solid
above	x	below	hate	x	love
narrow	x	broad	humble	x	proud
virtue	x	vice	import	x	export
ancient	x	modern	inferior	x	superior
absent	x	present	join	x	separate
active	x	passive	keen	x	dull
appear	x	vanish	knowledge	x	ignorance
barren	x	fertile	loss	x	gain
begin	x	end	male	x	female
big	x	small	master	x	servant

blunt	x	sharp	meet	x	miss
buy	x	sell	new	x	old
break	x	join	normal	x	abnormal
broad	x	narrow	oral	x	written
careful	x	careless	offend	x	defend
clean	x	dirty	old	x	young
cheerful	x	gloomy	open	x	shut
temporary	x	permanent	peace	x	war
clever	x	foolish	pardon	x	punish
common	x	rare	permit	x	prohibit
conquer	x	defeat	propose	x	dispose
debit	x	credit	purchase	x	sell
deep	x	shallow	pleaseure	x	pain
public	x	private	top	x	bottom
question	x	answer	ight	x	loose
quick	x	slow	regular	x	irregular
rash	x	cautious	urban	x	rural
recall	x	forget	true	x	false
rise	x	fall	vague	x	definite
round	x	flat	variety	x	uniformity
sharp	x	blunt	vertical	x	horizontal
sour	x	sweet	warm	x	cool
straight	x	crook	wild	x	tame
simple	x	complex			

13.1. Read the following opposites formed by adding prefixes:

A) By adding 'un.....'

able	x	unable	fortunate	x	unfortunate
aware	x	unaware	fit	x	unfit
balanced	x	unbalanced	happy	x	unhappy
bind	x	unbind	lucky	x	unlucky
conscious	x	unconscious	manly	x	unmanly
do	x	undo	natural	x	unnatural
earth	x	unearth	real	x	unreal
easy	x	uneasy	thinking	x	unthinking
fold	x	unfold	usual	x	unusual

B) By adding 'im.....'

material	x	immaterial
mature	x	immature
patient	x	impatient
practicable	x	impracticable
practical	x	impractical

C) By adding 'dis.....'

advantage	x	disadvantage
approval	x	disapproval
agree	x	disagree
allow	x	disallow
connect	x	disconnect
qualify	x	disqualify

D) By adding 'in.....'

appropriate	x	inappropriate
convenient	x	inconvenient
curable	x	incurable
decent	x	indecent
dependent	x	independent
discipline	x	indiscipline

E) By adding 'ir.....'

rational	x	irrational
regular	x	irregular

F) By adding 'il.....'

legal	x	illegal
legible	x	illegible

G) By adding 'non.....'

cooperate	x	noncooperate
entity	x	nonentity

H) By adding 'mis...'

appropriate	x	misappropriate
lead	x	mislead

pious	x	impious
polite	x	impolite
possible	x	impossible
proper	x	improper
pure	x	impure

loyal	x	disloyal
mount	x	dismount
organize	x	disorganize
parity	x	disparity
please	x	displease
satisfy	x	dissatisfy

edible	x	inedible
efficient	x	inefficient
effective	x	ineffective
eligible	x	ineligible
experienced	x	inexperienced
visible	x	invisible

resist	x	irresist
responsible	x	irresponsible
respective	x	irrespective

literate	x	illiterate
logical	x	illogical

sense	x	nonsense
violent	x	nonviolent
vegetarian	x	nonvegetarian

manage	x	mismanage
understand	x	misunderstand
use	x	misuse

14. HOMOPHONES

Adapt, adept, adopt	Elusive, illusive	Rare, rear
Affect, effect	Eminent, imminent	Read (V), red
Affection, affectation	Eruption, irruption	Rise, rice
Allusion, illusion	Enquiry, inquiry	Root, route
Altar, alter	Ear, year	Steal, steel
Alteration, alternation	Eye, I	Sum, some
Amiable, amicable	Faint, paint	Saw (N), saw (V)
Ascent, assent	Fashion, passion	See (V), sea (N)
Assay, essay	Fair, fare	Sole, soul
Aught, ought	feat, feet	Sell, cell
Advise, Advice	Farmer, former	Stationary, stationery
Bridal, bridal	Gamble, gambol	Sweet, sweat
Break, brake	Heart, hurt	Sun, son
By, buy	Hoard, horde	Sail, sale
Canvas, canvass	Hair, heri air	Tamper, temper
Casual, causal	Hole, whole	To, too, two
Ceiling, sealing	Here, hear	Very, vary
choir, coir	Heal, heel	Weather, whether
Clock, cloak	In, inn	Won, one
Cite, site	Knot, not	Week, weak
Complement,	Know, no	Wait, weight
compliment	Knight, night	Right, write, rite
Complementary,	Lighting, lightning	
Complimentary	Lead (V), ead (N), led	
Confident, confidant	Male, mail, mile	
Contact, contract	Meat, meet	
Core, corps, corpse		
Council, counsel	Meter, metre	
Course, coarse	Physic, physique	
Check, cheque	President, precedent	
Cot, caught	Principal, principle	
Card, cord, chord	Practice, practise	
Defend, depend	Piece, peace	
Desk, dusk	Paper, pepper	
Descent, dissent	Pool, fool	
Defy, deify	Plane, plain	
Deprecate, depreciate	Quite, quiet	
Divers, diverse	Respectful, respectable	
Draft, draught	Rob, robe	
Dying, dyeing	Road, rode	
Eligible, illegible	Role, roll	
Emigrant, immigrant		

Readers are advised to make use of the dictionary for the meanings and usage of the aforesaid words.

15. HOMONYMS

erie = eagle's nest	be = to exist
arrow = slender, pointed shaft	bee = pollinating buzzer
affect = to change	bean = a legume
effect = result	been = past tense of be
air = stuff we breath	bin = a bo of container
heir = one who will inherit	beat = to hit
hare = an animal	beet = edible red root
aisle = walk away	berth = anchorage
isle = island	birth = method of arrival
allowed = permitted	better = superior
aloud = spoken	bettor = one who bets
altar = raised center of worship	blew = past tense of blow
alter = to change	blue = colour of sky
auger = a drill	bloc = an alliance
augur = foretell	block = square object
aught = anything	boar = wild pig
ought = should	Boer = a South African of Dutch descent
bail = bucket handle	board = plant
bale = bundle of hay	bored = not interested
bait = to torment	boarder = lodger who gets meals
bate = to lessen	border = perimeter
baited = past tense of bait	born = brought into life
bated = pastense of bate	borne = past participle of bear
bare = naked	ourn = a small stream of boundary
bear = wild ursine	borough = township
berry = small fruit	burrow = dig into the ground
bury = to take under	bouy = navigational aid
bay = an enclosed arm of the ocean	boy = male child
bey = a Turkish official	braise = cook with oil and water
	brays = loud, harsh cry

brake = stopping devise
break = to split apart

bread = a loaf
bred = past tense of breed

brews = more than one beer
bruise = a contusion

bridal = pertaining to brides
bridle = horse's head gear

cache = hidden storage
cash = legal tender

calendar = chart of days
calender = paper press

call = to summon
caul = amnionic membrane
col = a mountain pass

cannon = big gun
canon = body of law

canvas = rough cloth
canvass = to examine thoroughly

capital = most important
capitol - center of government

cast = to throw
caste = a social class

cedar = an evergreen tree
seeder = one who broadcasts
seeds

cede = to give
seed = part of a plant from
which a new one grows

ceiling = top of the room
sealing = to close a package or
envelope

cell = a small room
sell = to exchange for money

cellar = under a house
seller = one who sells

census = numbering
senses = faculties

cent = one hundredth of a dollar
scent = an aroma
sent = dispatched

cereal = grains
serial = numbers in sequence

cession = giving up
session = a group sitting

chile = a South American country
chili = dired pod of red pepper
chilly = uncomfortably cool

cite = to refer to
sight = vision
site = a location

clew = a sheet cringly on a sail
clue = a hint

click = ticking noise
clique = exclusive group

climb = ascending
clime = climate

close = to shut
clothes = garments

coal = black mineral
cole = plants in the crucifer
family

coarse = rough
course = path of travel

coat = wear it for warmth
cote = small animal shed

coax = persuade
cokes = more than one soft
drink

coddling = tenderly treating
codling = small, unripe apple

coin = money
quoin = corner stone

complacence = self-satisfaction
complaisance = willingness to
please

council = group of leaders
counsel = advisor

crewel = embroidery yarn
cruel = merciless

crews = more than one crew
cruise = a sea journey

cue = a signal
queue = a waiting line

dam = holds back water
damn = a curse

days = more than one day
daze = to bewilder

dear = beloved
deer = bambi

dew = morning condensation
do = perform
due = payable

die = to become dead
dye = coloring agent

died = passed away
dyed = colored

dire = desperate
dyer = one who dyes

done = completd
dun = demand money

draft = a preliminary written version
draught = a gust of wind

elicit = to draw out
illicit = unlawful

elude = to escape from
illude = to deceive

facts = objective things
fax = obsolete, but widespread,
image transmission technology

fain = willing
feign = pretend to be affected

faint = pass out
feint = a weak, misdirected attack
to confuse the enemy

fair = even-handed
fare = payment

fairy - imaginary magic person
ferry = river-crossing boat

faux = fake
foe = enemy

fays = more than one fairy
faze = to disconcert

feat = an accomplishment
feet = look down

feted = celebrate
fetid = stinking

few = not many
phew = expression of relief
file = a folder for holding papers
phial = a small glass bottle
find = to locate
fined = to have to pay a parking ticket
finish = to complete
finnish = from Finland
flour = powdered grain
flower = a bloom
for = in place of
fore = in front of
four = number after three
forego = to precede
forgo = to abstain from
gaff = a barbed spear
gaffe = a mistake
galley = ship's kitchen
gally = to frighten or terrify
gallop = horse's fastest gait
galop = a round dance
gays = a frisky gathering
gaze = a languid look
gene = a chromosome
jean = cotton twill
gilt = gold-plated
guilt = culpable
gnawed = chewed
nod = head tilting
grade = a slope
grayed = turned gray

grate = a lattice
great = extremely good
grease = lubricant
Greece = Mediterranean country
greaves = more than one greave
grieves = to mourn
grill = to sear cook
grille = an iron gate or door
guessed = past tense of guess
guest = a visitor
guise = appearance
guys = Garrison Keillor's obsession
gym = sports room
Jim = name
hail = frozen rain
hale = robust health
hair = grows from head
hare = rabbit
hay = grass
hey = a shout
heal = to cure of disease
heel = hind part of foot
hear = to listen
here = at this location
heroin = narcotic
heroine = female hero
hew = to chop
hue = a colour
Hugh = a man's name
hide = animal skin
hied = hurried

hoarse = rough voice
horse = equine

hold = to grip
holed = full of holes

hole = round opening
whole = entirety

humerus = funny bone
humorous = funny

innocence = a state without guilt
innocents = more than one
innocent

jewel = precious stone
joule = unit of energy measure

knight = chivalrous man
night = darkness

knit = interlocking loops of yarn
nit = louse egg

knob = handle
nob = rich person

knock = to rap
nock = a notch in an arrow

know = to possess knowledge
no = negation

lacks = does not have
lax = loose discipline

lain = past tense of lay
lane = narrow road

lead = heavy metal
led = guided

leak = accidental escape of
liquid
leek = variety of onion

lean = angle of repose
lien = a claim on property

lessen = to reduce
lesson = a segment of learning

liar = tells falsehoods
lyre = stringed instrument

lie = an untruth
lye = a caustic

limbs = arms or legs
limns = to illuminate

loan = allow to borrow
lone = by itself

loch = a lake
lock = a security device

loon = a water fowl
lune = a crescent shape

made = accomplished
maid = young woman

mail = postal delivery
male = masculine person

main = primary
mane = back hair

marry = to join in matrimony
merry = happy

marshal = to gather
martial = warlike

mean = average
mein = manner

meat = animal flesh
meet = to connect
mete = a boundary

moan = to groan	peer = an equal
mown = the lawn in freshly cut	pier = wharf
moral = a social imperative	pencil = writing implement
morel = a mushroom	pensil = thin, swallow tail flag.
morning = AM	pistil = seed-bearing organ of a flower
mourning = remembering the dead	pistol = hand gun
muscle = fibrous, contracting tissue	polar = relating to the North or South poles
mussel = a bivalve mollusc	poler = one who uses a pole
mustard = spicy yellow sauce	praise = to commend
mustered = assembled for roll call	prays = worships God
	preys = hunts
naval = pertaining to ships and the sea	presence = the state of being present
navel = pertaining to the belly button	presents = gifts
	profit = money earned
none = not one	prophet = seer
nun = woman of God	rack = shelf
	wrack = wreckage
one = singularity	rain = precipitation
won = victorious	reign - sovereign rule
	rein = horse's steering wheel
ordinance = a decree	reck = to care
ordnance = artillery	wreck = a ruin
pail = bucket	rest = stop working
pale = light coloured	wrest = take away
pain = it hurts	right = correct
pane = a single panel of glass	rite = ritual
	wright = a maker
	write = to inscribe
peal = rigging sound	rise = to stand
peel = fruit wrapping	ryes - varieties of grain

road = a broad trail
rode = past tense of ride
rowed = to propel a boat by oars

roil = to make turbid
royal = worthy of a kind or a
queen

rout = to force out
route = path of travel

rude = impolite
rued = regretted

sail = wind powered water travel
sale = the act of selling

sane = mentally normal
seine = fishing net

scene = visual location
seen = past tense of saw

sea = ocean
see = to look

seal = to close
seel = to close someone's eye

seam = row of stitches
seem = appears

seams = more than one rows
seems = it appears to be

sear = scorched
seer = a person who sees

sects = religious factions
sex = gender

shall = is allowed
shell = aquatic exoskeleton

shoe = footwear
shoo = "go away"

side = lateral
sighed = breathed sorrowfully

sleight = cunning skill
slight = not much

soar = fly
sore = hurt

solace = comfort
soulless = lacking a soul

sole = only
soul = immortal part of a person

some = a few
sum = result of addition

son = male child
sun = star

soot = black residue of burining
suit = clothes

sordid = squalid
sorted = arranged

stationary = not moving
stationary = writing paper

storey = the horizontal divisions of
a building
story = a narrative tale

straight = not crooked
strait = narrow waterway

tail = spinal appendage
tale = story

tailer = one who hauls in on a
a ship's line
tailor = one who makes clothes

taught = past tense of teach
taut = stretched tight

threw = to propel by hand
through = from end to end

tide = periodic ebb and flow of
oceans
tied = past tense of tie

to = towards
too = also
two = a couple

vain = worthless
vane = flat piece moving with
the air
vein = blood vessel

vale = valley
veil = gauzy fabric

vary = to change
very = extremely

verses = paragraphs
versus = against

vice = bad habit
vise = bench-mounted clamp

wail = a cry
wale = welt; corduroy ridge
whale = large oceanic animal

waist = between ribs and hips
waste = make ill use of

wait = remain in readiness
weight = an amount of heaviness

waive = give up rights
wave = undulating motion

walk = preambulate
wok = Chinese cooking pan

weak = not strong
week = seven days

weal = a skin welt
wheel = what we in Silicon Valley
continually reinvent

weather = meteorological conditions
wether = a castrated ram

weld = to join metal by melting its
edges
welled = pouring forth

whig = supporter of American
revolution
wigh = false hairpiece

whither = to which place, point, etc.
wither = shrivel up

wood = what trees are made of
would = will do

worst = least best
wurst = sausage

16. SYLLABLE AND STRESS

Introduction: Syllabic Division

A syllable is a group of one or more sounds with the vowel sound as it is an essential part. Words are made of one or more syllables. For example, 'texts' is one syllable but 'textbooks' is made up of two syllables. Consider the word 'America'. It consists of 4 syllables: a-me-ri-ca. Usually, the number of vowel sounds in a word is an indication of the number of syllables it has. It is useful to learn the number of syllables a word is made up of to know the correct pronunciation of a word. For instance, the difference in pronunciation between 'quite' and 'quiet' is in the extra syllable that 'quiet' has!

ఇంగ్లీష్ లో AEIOU లను (vowels) అచ్చులని మిగతా alphabets ను (consonants) హల్లులని అంటాము. అచ్చుల ధ్వనిని బట్టి పదాలలో ఎన్ని syllables ఉన్నాయో చెప్పవచ్చు. పదములో ఎన్ని syllables ఉన్నాయో తెలుసుకోవాలంటే ఆ పదములో ఎన్ని vowel sounds ఉన్నాయో తెలుసుకోవచ్చు. ఉదాహరణకు 'text' పదములో ఒక vowel sound ఉంది కాబట్టి ఒకే syllable, అదే 'textbooks' పదములో రెండు syllables ఉన్నాయి. కొన్ని ఉదాహరణలు చూసి vowel sounds ను గుర్తించండి.

Syllable

- a) Given below are four categories of words. Read them aloud paying attention to the syllabic division.

Words with one syllable	Words with two syllable	Words with three syllables	Words with four syllables
good	an.swer	con.vic.tion	al.ter.na.tive
knife	ca.rry	des.ti.ny	a.vai.la.ble
mode	ex.tent	in.flu.ence	can.de.la.brum
new	irk.some	im.pre.sion	es.ta.blish.ment
light	mon.soon	he.mis.pere	in.te.lli.gence
plight	per.haps	ob.jec.tion	ma.chi.ne.ry
one	re.turn	pa.ssen.ger	pe.ti.tion.er
quite	sea.son	re.la.tive	pe.ram.bu.late
reach	to.day	re.co.llect	re.mar.ka.ble
storm	wea.ther	re.luc.tance	re.in.force.ment

- b) Read the following words and put them under three categories - 'A', 'B' and 'C' according to the number of syllables present in them.

lesson	beautiful	exhibit	insect	table
present	protein	women	many	attitude
myself	here	departure	business	thought
joyously	bronze			

- c) Given below is a list of words. Write against each word whether it has one, two or three syllables.

desire	prevent	machine	come	thousand
modern	art	country	soldier	injury
exquisite	surgeon	once	specimen	complain
several	mistake	describe	part	imp

16.1 Word Stress

In a word with more than one syllable, some syllables are pronounced with greater force than other. The syllable which is pronounced with greater force is said to be stressed and accented.

ఒకటి కంటే ఎక్కువ syllables ఉన్న పదాలలో ఏ syllable ను కొద్ది బలంతో ఉచ్చరిస్తామో లేక పలుకుతామో అక్కడ vertical గా ఆ syllable పైన bar (') ను ఉంచుతాము. ఈ vertical bar stress ను తెలియచేస్తుంది. (1) పదాలలో ఎన్ని syllables ఉన్నాయి? (2) పదము ఏ భాషాభాగానికి సంబంధించింది? పద నిర్మాణం ఎలాంటిది? సాధారణ పదమా? సంయుక్త పదమా? పదమునకు prefix కాని suffix కాని ఉన్నాయా? లేక రెండూ ఉన్నాయా? మొదలగు అంశముల వలన word stress తెలుస్తుంది.

'Stress' is marked in a word by putting a small vertical bar before the syllable. English is a stress-timed language. There are some important features in deciding stress placement.

- a) The number of syllables in the word.
- b) The grammatical categories of the word i.e., whether the word is a noun, adjective, verb, etc.

- c) The structure of the word i.e., whether it is a simple word or a compound word, whether it has a prefix or suffix or both.

Nouns usually do not take accent on the last syllable. Verbs and adjectives, on the other hand, are usually accented on the last syllable. This contrast is seen in the following examples:

'export (N)	ex'port (V)	'produce (N)	pro'duce (V)	
'article	'beauty	'busy	'common	'children
'doctor	'danger	'happen	'lawyer	'manners
'novel	'possible	'roadside	'spirit	

Study the following two syllable words in which the stress is on the second syllable.

an'tique	a'mong	a'dopt	a'larm	a'ssure
be'gan	be'lieve	for'got	be'sides	eigh'teen
de'scribe	per'tain	pro'long	re'gard	re'main
ex'tract	there'fore	re'ly	su'ppose	to'day

- d. Identify the syllable which is stressed in the following words:

comfort	earnest	famine	compel	courage
question	twenty	withstand	convey	living
lifestyle	drinking	minute (n)	include	revert

- e. Here is a list of three syllable words which are stressed on the first syllable. Read them aloud.

'marvelous	'newspaper	'carefully
'lovingly	'hemisphere	'passenger
'masterpiece	'segregate	'nervously
'wonderful		

f. The following three syllable words are stressed on the second syllable. Read them aloud. (The words which begin with prefixes like -a, -be, -de, -con, -in, -ex, -re are usually stressed on the second syllable)

a'ccustom	a'ccording	De'cember
de'parture	con'tinue	con'ception
in'debted	in'habit	i'llustrate
e'xamined	de'termined	re'luctance

g. 'Stress' in compound words is mostly on the first part, if both the words are nouns. For example, the word '**bookshop**' has two syllables and both the words are nouns. The stress is on '**book**'.

Say the following compound words with stress on the first syllable.

'seasick	'masterpiece	'fig leaves
'call center	'bus stop	'sea port
'farm fresh	'hydropower	

h. All the words with the suffix '-ation' have stress on the syllable before the suffix. Look at these words.

civili'zation	edu'cation	perspi'ration
infatu'ation	communi'cation	vari'ation

i. Group the following words into those in which the stress falls on the first syllable and those in which it is on the second syllable.

relative	resemble	request
pleasure	indecent	relic
comedian	hilarious	articulate
unfolded	greeting	practical
expansion	dealer	favourite
disgrace	coffee	original
frighten	exclaimed	apartment
suggest	derive	deplete

17. LETTER WRITING

అందంగా, పొందికగా ఉత్తరాలు వ్రాయడం - అందరూ నేర్చుకోవలసిన విషయం. రకరకాల సందర్భాల్లో రకరకాల వ్యక్తులకు, రకరకాల ఉత్తరాలు వ్రాయవలసి వస్తుంది. అందుకే విభిన్న సందర్భాల్లో విభిన్న వ్యక్తులకు విలక్షణంగా ఉత్తరాలు ఎలా వ్రాయాలో ప్రతిఒక్కరూ నేర్చుకోవాలి. ఈ పుస్తకంలో letter writing మీద సూత్రవిధానాన్ని వివరించడానికి తగు చోటు లేదు. కొన్ని పోటీ పరీక్షలలో letter writing లో objective questions అడుగుతున్నారు. అందుకు పనికొచ్చే సమాచారాన్ని letter writing మీద పాటించాల్సిన ప్రాథమిక సూత్రాలను మాత్రమే ఇక్కడ ప్రస్తావిస్తున్నాం.

17.1 Kinds of Letters: మనం వ్రాసే ఉత్తరాలలో personal letters, business letters, official letters అని మూడు రకాలు ఉన్నాయి.

(a) **Personal letters:** వీటినే social letters అని కూడా అంటారు. Letters to acquaintances and friends (పరిచయస్తులకి, స్నేహితులకి వ్రాసే ఉత్తరాలు), Letters to relatives and members of the family (చుట్టాలకి, కుటుంబ సభ్యులకి రాసే ఉత్తరాలు) personal letters క్రింద వస్తాయి. Personal letters లో శైలి ఉత్తరం వ్రాసే వారికి, ఉత్తరం స్వీకరించే వారికి మధ్య ఉండే చనువుని సాన్నిహిత్యాన్ని తెలియజేసేటట్లుగా ఉండాలి. Personal letters లో familiar intimate style ఉంటుంది. Personal letters లో మాట్లాడే భాషను (informal language) వాడతారు. Personal letters లో గ్రాంథిక భాషకి (formal language) స్థానం ఉండదు.

(b) **Business letters:** కొనుగోళ్ళు, అమ్మకాలు, సేవలు గురించి వ్యాపార సంస్థలకు వ్యక్తులకు వ్రాసే ఉత్తరాలు. వ్యాపార సంస్థలు, వ్యక్తులకు వ్రాసే ఉత్తరాలు business letters కిందికి వస్తాయి. Business letters అనేవి అనవసర విషయాల ప్రస్తావన లేకుండా క్లుప్తంగా (brief) సూటిగా (direct) ఉంటాయి. Business letters లో ఉత్తరం వ్రాసే వారు అవతలవారితో చనువు తీసుకోకుండా జాగ్రత్తపడాలి. Business letters లో శైలి (style) భాష (language) formal గా ఉండాలి.

(c) **Official letters:** అధికారుల (officials) కు వ్యక్తులు వ్రాసే ఉత్తరాలు. అధికార్లు, వ్యక్తులకు వ్రాసే ఉత్తరాలు, applications for jobs (ఉద్యోగాలకు పెట్టుకొనే దరఖాస్తులు) leave letters, letters to editors (పత్రికా సంపాదకులకు వ్రాసే ఉత్తరాలు) official letters క్రింద వస్తాయి. Official letters లో కూడా formal style, formal language నే వాడతారు.

17.2. Parts of letter: ఉత్తరాలలో (1) the heading, (2) the salutation, (3) the body of the letter, (4) the complimentary close, (5) the signature, (6) the superscription అనే ఆరు భాగాలు ఉంటాయి.

• **The heading:** దీన్నో ఉత్తరం వ్రాసే వారి అడ్రసు, ఉత్తరం వ్రాసేనాటి తేదీ ఉంటాయి. Heading ను పేజికి పై భాగాన, కుడి చేతి వైపు మూలగా వ్రాయాలి.

- **The salutation:** దీన్నే greeting లేదా complimentary greeting అని కూడా అంటారు. ఇది ఉత్తరం వ్రాసే వారికి ఉత్తరం స్వీకరించే వారికి మధ్య ఉండే సంబంధాన్ని తెలియజేస్తుంది. దీన్ని date కు కొంచెం దిగువన పేజీకి ఎడమ చేతి వైపు వ్రాయాలి. Salutation తరువాత comma (కామా) ను వాడాలి.

కుటుంబ సభ్యులకి గానీ చుట్టాలకిగానీ ఉత్తరాలు వ్రాసేటప్పుడు Dear Father / My dear Father, Dear Mother / My dear Mother, Dear uncle / My dear Uncle లాంటి salutation ను సందర్భాన్ని బట్టి ఎంచుకోవాలి. Dear కంటే My dear కాస్త ప్రేమానురాగాలను ఎక్కువ పాలు సూచిస్తుంది.

స్నేహితులకి ఉత్తరాలు వ్రాసేటప్పుడు మనకు అంతగా పరిచయం లేనివారైతే Dear అనీ, పరిచయం లేదా స్నేహం ఎక్కువగా ఉంటే ప్రియమిత్రులనైతే My dear అనీ సంభోదించవచ్చును.

Business letters వ్రాసేటప్పుడు ఒక వ్యక్తినే ఉద్దేశించి వ్రాసేటట్లయితే Dear Sir/Madam అనీ ఒకరికంటే ఎక్కువ వ్యక్తులను ఉద్దేశించి రాసేటట్లయితే Dear Sirs/Madams అనీ సంభోదించవచ్చును. Official letters లో salutation ను Sir/Madam అని గానీ Dear Sir/Dear Madam అని గానీ వ్రాయవచ్చును. కొంత మంది అధికార్లకు తమను Dear Sir అని సంభోదించడం ఇష్టముండదు గనుక మీరు official letters లో Sir/Madam అని సంభోదించటమే ఉత్తమం.

- **The body of the letter:** దీన్ని salutation కు కొంచెం దిగువన మొదలు పెట్టి వ్రాయాలి. Body of the letter పెద్దదిగా ఉన్నప్పుడు చిన్న చిన్న పేరాలుగా విభజించి వ్రాయటం శ్రేష్ఠం.
- **The complimentary close:** దీన్ని salutation లేదా leave taking అని కూడా అంటారు. ఇది body of the letter లోని ఆఖరి పదాల కింద పేజీకి కుడిచేతివైపు మూల ఉండాలి.

Personal letters లో complimentary close ను Yours lovingly అనిగానీ Yours affectionately అనిగానీ వ్రాయవచ్చును. Relation ను సూచించేటట్లుగా Your loving son లేదా Your loving daughter కూడా వ్రాయవచ్చును. స్నేహితులకి వ్రాసేటప్పుడు Yours sincerely అనిగానీ Yours lovingly అనిగానీ వ్రాయవచ్చును.

Business letters లో గానీ official letters లో గానీ complimentary greeting Dear Sir అని ఉంటే complimentary close గా Yours faithfully అని వ్రాయాలి. Complimentary greeting లో Dear తరువాత పేరు వస్తే complimentary close లో Yours sincerely అని రావాలి. Complimentary close తరువాత comma (కామా) ను ఉంచాలి.

- **The signature:** Complimentary close కి కొంచెం దిగువన సంతకం చేయాలి. Business letters, official letters లో సంతకం కింద విడి అక్షరాలలో పేరు కూడా వ్రాయాలి. పేరును బ్రాకెట్లలో వ్రాయాల్సిన అవసరం లేదు..
- **The superscription:** ఉత్తరం స్వీకరించే వారి అడ్రసు (address on the envelop) ని superscription అంటారు. దీన్ని స్పష్టంగా వ్రాయాలి.

17.3 MODEL LETTERS

a. There have been many thefts in the neighbouring houses in your locality. There was a theft in the temple, another house was broken open when the owners were away. Write a letter to the Sub-Inspector of Police drawing his attention to this.

Ans:

Gutala
May 11, 1993

To
The Sub-Inspector of Police
POLAVARAM

Sir,

Of late, there have been many thefts in our village. It is observed that the thefts are taking place in the early hours.

Three days back two idols, and one silver plate were stolen from our village temple.

The people are afraid of the thefts. I, therefore request you to provide police protection to our locality.

Yours faithfully,
XXXXXX

Address:
To
The Sub-Inspector of Police,
POLAVARAM
W.G.Dt.

b. The roads in your colony are not being swept and cleaned regularly. There is a lot of garbage found everywhere and there is a foul smell in the area. Write a letter to the municipal authorities to keep the colony clean as the unclean surroundings may prove to be a health hazard.

Ans:

Tallapudi,
May 19, 1992.

To
The Commissioner,
Municipality,
TALLAPUDI.

Sir,

I am a resident of the 9th ward of the town. The roads in our area are in a bad shape. Added to this, they are not being swept and cleaned regularly.

There are heaps of garbage on the roads. The shop-keepers throw the garbage on the roads. There is a foul smell in the area because of the pools of water and garbage.

There is every scope for the spread of diseases in the area. I, therefore request you to take suitable steps to improve the sanitary conditions in our area.

Yours faithfully,
XXXXXX

Address:

To
The Commissioner,
Municipality,
Tallapudi.

c. You have planned an excursion to N.S. Dam. You have invited several friends including Sunder. A day or two before the excursion, you get a message saying that Sunder cannot join your excursion, he has had a minor accident. Write a letter to Sunder showing regret and wishing him quick recovery.

Ans:

Karimnagar,
April 26, 1993.

Dear Sunder,

The sudden news, that you had an accident, upset me. I am very sorry because you met with an accident and you could not join the trip. I am very eager to know how the accident took place and how you are now.

I wish I should rush immediately to see you. But you know all our friends would be coming here tomorrow as planned earlier. So I will come to you soon after our return.

All my plans to have a jolly trip with you disappear from my mind now.

I pray the Lord Almighty for your speedy recovery.

Yours lovingly,
XXXXXXX

Address:
To Mr. G. David Sunder,
S/o G. John,
Near Govt. College,
Kurnool.

Examples:

a. Write a letter to your friend describing the science fair you visited in your town

Hints: Place of the fair - duration - exhibits - talented students - answers to queries - educative - satisfying - lot to learn.

b. Write a letter to your father asking him to send Rs.500/- to pay examination fee and other dues.

Hints: Exam fee to be paid within a fortnight - library and laboratory dues to be paid - send Rs.500/- at the earliest.

c. Write a letter to your sister asking her to prepare well for Intermediate Public Examinations and then for EAMCET.

Hints: IPE fast approaching - concentrate on studies - revise well before exams - prepare for EAMCET simultaneously - adequate preparation - hard work - good performance.

d. Write a letter to your brother congratulating him on getting the first prize in the Science Talent Search examination.

Hints: Hearty congratulations - good preparation - interest in science - boost in confidence - great achievement - keep it up.

e. Write a letter to the Editor of a news paper complaining about the vulgar movie posters near schools and colleges.

Hints: Obscene and vulgar posters near schools and colleges - distraction, young minds spoiled - unnecessary - demoralising effect - care to be taken in display.

f. Write a letter to the Principal of your college thanking him for mid-day meals arrangement for poor students.

Hints: Students coming early to college - very poor - no lunch - staying late in college - very thoughtful of Principal and staff - good food - nice arrangements - thanks.

- g.** Write a letter to the Commissioner of the local municipality about the menace of street dogs and the need to take measures to sterilize them.

Hints: Street dogs in packs - barking - biting - menacingly ferocious - catching them and sterilizing.

- h.** Write a letter to the traffic inspector to arrange for traffic police at the main junction in your town during peak hours.

Hints: Regular traffic jams at the junction - no one follows the rules of the road - everyone in a hurry - arrange for traffic police - regulate the traffic.

18. PRECIS WRITING AND SUMMARIZING

The word "precis" means an abstract, abridgement or summary; and precis writing means giving the summary of a selected passage. To make a precis of a given passage is to extract its main points and to express them as clearly and as briefly as possible.

Precis writing is quite different from paraphrase or expansion. Precis writing is reducing the length of a passage while paraphrase is explaining the passage and thus increasing the size.

The essential features of a good "precis" are:

- It should give the main points and the general impression of the passage summarized.
- It should be precise and brief. Cut away all irrelevances, digressions and all unimportant details
- It should not be sketchy. It should be complete in every way. It should contain all that is important in the original.
- It should be as readable as an original passage.
- It should ordinarily be one third size of the original passage with a suitable title.

Important points while making a precis.

- Write down in order, all the important points of the original passage which serves as a framework.
- Write simply, clearly and briefly.
- See that the parts of your precis have the same balance and proportion in relation to one another, as do the parts of original.
- If the length of the precis is not prescribed, about one third of the original is usually expected.
- Choose your words carefully. Avoid all unnecessary adjectives and adverbs. Pay proper attention to important nouns and verbs that make your precis concise and impressive.
- The use of direct speech is to be avoided. The precis is written in indirect speech, after a verb of saying in the past tense.
- Avoid figurative language, omit all metaphors and similies. Avoid redundancy and ambiguous words.
- Apt title has to be kept for the precis
- The original passage has to be precisised to one third of its length.

Some Don'ts

- Don't write your precis in a very small hand in order to give impression of conciseness.
- Don't add comments of your own or other irrelevancies.
- Don't borrow phrases and sentences from the original.
- Don't emphasize the wrong point
- Don't make your precis in series of disjointed sentences.
- Don't be so brief as to become unintelligible. Your precis must be brief and clear.
- Don't use colloquial expressions, rhetorical statements.
- Don't write bad English. Avoid mistakes in spelling, grammar and punctuation.
- Don't use personal constructions when summarizing. Avoid such phrases as I think, I believe, and in my opinion.

A. The passage:

The man who is perpetually hesitating as to which of the two things he will do first, will do neither. The man who resolves, but suffers his resolution to be changed by the first counter suggestion of a friend - who fluctuate from opinion to opinion, and from plan to plan can never accomplish anything he will be at best stationary, and more probably retrograde in all he does. It is only the man who first consults wisely, then resolves firmly, and then carries out his purpose with inflexible perseverance, undismayed by those petty difficulties which frighten a weaker spirit, who can advance to any eminence in any line (117 words)

Ans:

Determination leads to success

A constantly wavering man cannot succeed. Frequent changes in opinions, decisions and plans defeat him. To succeed one should consult wisely, decide firmly and execute the decision steadily and with hope and courage. (33 words).

B. The passage:

The characteristic of genuine heroism is its persistency. All men have wandering impulses, fits and starts of generosity. But when you have resolved to be great, abide by yourself, and do not weakly try to reconcile yourself with the world. The heroic cannot be the common, nor the common the heroic. Yet we have the weakness to expect the sympathy of the people in those actions whose excellence is that they outrun sympathy, and appeal to a tardy justice. If you would serve your brother, because it is fit for you to serve him, do not take back your words when you find that prudent people do not commend you. Be true to your own act, and congratulate yourself if you have done something strange and extravagant, and broken the monotony of a decorous age. It was high counsel that I once heard given to a young person, - "Always do what you are afraid to do." (157 words)

Ans:

True Heroism

True heroism requires persistence, The truly heroic do not compromise. They remain firm, undeterred by loneliness, lack of sympathy and slow justice. Worldly counsels do not change their decisions. True greatness is not common. The great remain just and generous despite opposition and lack of sympathy. They love to live dangerously. (51 words).

Examples:

a. Give the substance of the following passage in your words in about a third of its length.

There are also many discoveries of science which have brought unhappiness into the world. That is not because the discoveries are bad, but because men are using them badly. For example consider the discovery of gunpowder and of other explosives, each more powerful than the previous one discovered. In ancient times men could wound and kill each other only if they were near enough to strike each other with stones, arrows, spears or swords. Even in the great battles of olden times the armies on both sides usually consisted only of a few thousands of men. So the number wounded and killed in the wars of those time was not very great. But the invention of fire-arms and high explosives caused a great change. A modern machine-gun, worked by a single man, can wound and kill hundreds of people in a few minutes. One modern bomb can kill thousands. It is said that the latest type of atomic bomb could kill hundreds of people immediately, if it is dropped on a big city. (173 words)

b. Give the substance of the following passage in your own words, in about a third of its length:

Let us just think for a moment how we have learnt everything was now known. How do we enjoy the company of our friends, and the beauties of the world around us? Surely, it is by means of our eyes, our ears and our tongues.

If we were blind, we could see nothing of the beauty around us, but we could hear and talk to our friends, and be taught the meanings of things through our fingers and our ears. If we were deaf, we could still see the wonderful world of nature.

But if we were both deaf and blind from babyhood, how could any idea or any knowledge of the world creep into our minds. It would seem quite impossible to educate a child who could neither see nor hear nor speak.

Yet there are such children in the world. Children who can have no idea of the world around them except the little that they can gain by their senses of touch, taste and smell. Their plight is pitiable indeed, and upto a hundred years ago, it was absolutely hopeless. Today, however, a new world of knowledge and happiness has been opened for them. **(211 words)**

ANSWERS:

a. Some scientific discoveries brought about unhappiness to the world. They are being used badly. The gun-powder is an example to this. In olden times only a few thousands were wounded in battles. But the invention of gun-powder and other explosives has caused a great change. The atomic bomb can kill hundreds of thousands of people immediately, if it is dropped. **(58 words)**

b. We are able to know things, see them and enjoy them by means of our eyes, ears and tongue. It is impossible to educate a child who is both blind and deaf. But arrangements are now made to teach blind and deaf children by the sense of touch, taste and smell. So their life is now made happy as they are able to get some knowledge of the world around them. **(76 words)**

19. REPORT WRITING

A report is a formal statement of facts or an account of something written in a conventional form to meet a specific purpose.

Reports convey précis information through writing so that the facts are placed on a permanent record for further reference. They are usually simple, but at times they may be elaborate and contain technical jargon. They include not only newspaper reports but also official and business reports, technical reports and scientific reports.

Report అనగా ముఖ్య సమాచార నివేదిక. ఒక specific purpose కొరకు సేకరించే లేదా పొందుపరచే ముఖ్యమైన విషయ సూచిక. అవసరాన్ని బట్టి Reports చాలా రకాలుగా ఉంటాయి. సంక్షిప్తంగా ఉండి direct గా purpose తోటి ఇవి link చేయబడతాయి. వీటికి భూమిక/ఉపోద్ఘాతము, గత వివరాలు, ప్రస్తుత విషయము మరియు ముగింపు ఉంటాయి. 'Reports' ఎప్పుడూ third person లోనే ఉంటాయి. అవసరాన్ని బట్టి, సందర్భాన్ని బట్టి 'tense' ను వాడుకోవచ్చు. తరచుగా passive voice ను వాడతాము. Inverted commas లో Reference లు, Quotation లు ఉంచాలి.

ఏమైంది?, ఎప్పుడు?, ఎక్కడ?, ఎలాగ?, ఎవరు చేశారు?, ఎవరికి వ్యతిరేకంగా చేయబడింది? మొదలగు విషయములు Reports లో చోటు చేసుకుంటాయి. Report కు తప్పకుండా ఒక 'పేరు' (title) ఉండాలి. కొన్ని ఉదాహరణలు మీ కొరకు ఇచ్చాం. పరిశీలించి పాటించండి.

Points to remember

- ❖ Every report has a specific purpose and so its presentation is directly linked to the purpose.
- ❖ A report must be presented in a systematic manner with an introduction background, specific details and conclusion.
- ❖ Newspaper reports usually talk of events in the recent past or those which are to happen in near future.
- ❖ Depending on the time of the event, the appropriate tense is used.
- ❖ The tone of the report is usually impersonal and detached. A factual account of the event/experiment/survey is given in an objective manner.
- ❖ Passive voice is often used in the course of the report. Sometimes, as in a live cricket commentary, events are narrated as they occur and the tone is one of total involvement.

- ❖ Reference and statements of other persons may be quoted, using inverted commas.
- ❖ Introduction to the subject matter should not be long. The subject is introduced in the opening line itself.
- ❖ A heading is provided at the top of the report.

The examples given are all newspaper reports focusing on different issues and events. The questions which immediately follow them are given as an exercise for better understanding of the report and to let the students know what questions a report usually answers.

The questions usually are: What happened?, When?, Where?, How?, Who did it?, Against whom is the action being initiated?

Study the following reports and answer the questions that follow. Later, attempt the exercises.

Example :

Look at the following report on child labour. It focuses on the exploitation and ill treatment of small children by owners of small industrial units.

FIFTY CHILDREN RESCUED FROM ZARI UNITS

Staff Reporter

New Delhi: As many as fifty children working as bonded labour in three zari units in East Delhi were rescued on Wednesday with the help of the police.

The raid was conducted by a non-governmental organization (NGO) Bachpan Bacho Andolan, the State Labour Department, local administration and the police. Most of the children hailed from Bihar.

FIR lodged.

An FIR has been lodged against the employees who allegedly forced the children to work in these units.

The children will be given their release certificates under the Bonded Labour Abolition Act, 1976 by Seelampur sub-divisional magistrate L.R. Meena on Friday.

Nearly two years ago a middleman allegedly lured the parents into sending their children away on the promise that he would provide them education and work and they could send home money.

However, they did not get any money and were not allowed to contact their children.

Beaten up

The children said they had long working hours and got only a pittance as weekly allowance. They said their working conditions were very “pathetic” and they were beaten up for the slightest mistakes.

“Their release was made under the Bonded Labour Abolition Act as this would ensure that the children get a rehabilitation package of Rs. 20,000, a house as per the Indira Awas Yojana and the benefit of other Government schemes on priority basis” Kailash Satyarthi of the NGO said.

'THE HINDU' 29.12.2006.

- i) What happened in East Delhi?
- ii) Who conducted the raid?
- iii) Whom was the FIR lodged against? Why? (FIR – First Information Report)
- iv) Who will give release certificates to the children?
- v) Who lured the parents into sending their children away?
- vi) What were the parents promised?
- vii) Were the promises fulfilled?

- viii) How were the children treated?
- ix) Under what Act were the children released?
- x) How will the release under this Act benefit the children?

Exercise: Write a report on the need to treat poor children with kindness.

Hints : Poor children-pathetic conditions – livelihood difficult for parents- must show kindness-appeal to citizens for help.

Example:

Most doctors, engineers and teachers in govt. service hesitate to work in rural areas. Everyone wants to enjoy the comforts of city life. Read the following report and attempt the exercise given below.

RURAL SERVICE LAW FOR DOCTORS SOON

Nizamabad: The Union Government is planning to bring a legislation making it mandatory for MBBS students to serve at least one year in rural areas before they graduate.

Junior health minister Panabaka Lakshmi told reporters in Armoor on Tuesday that an exercise was underway to bring a legislation in Parliaments with a view to providing quality health care to the rural poor. The centre is planning to utilize the services of ayurveda, unani and homeopathy doctors in primary health centers.

THE TIMES OF INDIA 10.01.2007.

- i) What is the proposed legislation?
- ii) What is the name of the Junior Health Minister?
- iii) Where did she make the announcement?
- iv) What is the aim of the legislation?
- v) Whose services will be used in primary health centers?

Exercise: Write a report to a newspaper highlighting the poor public services in villages and suggest that the government should evolve a policy whereby rural service is made compulsory for all government employees.

Hints: Public services in hospitals – very poor – rural areas neglected – govt. should give equal importance to rural development – compulsory service in villages.

Example: 3

Read the following report on an accident and answer the questions given below so as to know how reports on accidents are written.

60 SHOPS GUTTED IN TIRUMALA

Nearly 60 shops were gutted in a major fire mishap near the Tirumala bus stand in Tirupati during the wee hours of Monday. Officials suspect short-circuit might have caused the fire breakout. They said this was the first major fire accident at Tirumala. A preliminary estimate on the loss of property has been put at Rs. 70 lakhs.

According to eyewitnesses, the shops, located opposite the Central Reception Office (CRO) and adjacent to the bus stand, caught fire around 3.30 am. Most of the shops were completely destroyed as huge stocks of plastic sheets, toys and electrical photo frames were piled up there. The illegal storage of petrol and diesel in tins is also said to have caused the rapid spread of fire. Shopkeepers claimed that they stocked the fuel in order to operate power generators. But it's strange to notice that none of the shops had a fire extinguisher.

THE TIMES OF INDIA 06.02.2007

- i) Where did the fire accident take place?
- ii) How many shops were burnt in the mishap?
- iii) when did the accident occur? At what time?
- iv) What did the officials suspect to be the reason for the fire?

- v) What was the amount of loss according to the estimate?
- vi) Where were the burnt shops located?
- vii) what was stocked in the shops?
- viii) What was illegally stored in the shops?
- ix) what did the shopkeepers say about the stored fuel?
- x) what strange thing was noticed in the shops?

Exercise: Write a report on a bomb blast at a crowded market place (in 75 words only)

Hints: Crowded shopping centre – all engaged in festival shopping – smoke seen near a toilet – people run helter skelter – a sudden explosion – a few shopkeepers injured – most people escape unhurt – police on the spot – injured taken to hospital – red alert sounded in the city.

20. READING COMPREHENSION

When we read anything, be it a book, a newspaper report or a recipe in a magazine, we try simultaneously to understand its meaning. If we are unable to make sense of it, the matter would be just 'Greek or Latin' for us. Comprehension refers to the process of grasping and understanding ideas or information presented to us in the written or unwritten form. It requires a careful study of the text. Sometimes, while the literal meaning of the text is easy to understand, there may be other hidden meanings or inferences made by the writer. The reader, thus, should not read the text in a mechanical manner. He should critically examine it and be sensitive to the nuances of the language.

Questions set on comprehension may be of the conventional type, dealing with the subject matter, True or False type, Multiple Choice type or based on the student should first read the passage carefully and ensure he has a reasonable idea of what the passage is about. When he attempts the questions he should try to locate the answer in the text and write it in a clear and concise manner, preferably in his own words. The answer should have a proper focus. It should be brief, to the point and should be relevant to the

question asked. **Under no circumstances should an entire sentence be reproduced merely because the answer happens to be present in it.** This would show that the student has no real understanding or appreciation of the text.

మనము ఏదైనా చదివితే దానిని అర్థం చేసుకోవడానికి ప్రయత్నిస్తాము. ఒకవేళ మనకు అర్థం కాకపోతే.. అది మనకు తెలియని భాష అవుతుంది. **Comprehension** అంటే **grasping** లేక **understanding** అని అర్థం. అందుకే ఇవ్వబడిన లేదా మనం చదువుతున్న విషయము పూర్తిగా అర్థం అయ్యేవరకు చదవాలి. విమర్శనాత్మకంగా, విఫలంగా భాషామర్మాలు తెలిసే వరకు చదవటం వలన ఏ ప్రశ్నలు అడిగినా లేదా పరీక్షలో ఇచ్చినా మనము సమాధానం చెప్పగలము, వ్రాయగలము.

పరీక్షలో ఇచ్చిన 'paragraph' ను జాగ్రత్తగా చదివి, ఇచ్చిన ప్రశ్ననుసరించి జవాబును గుర్తించాలి. Paragraph లో ఉన్న వాక్యాలను 'as it is' గా వ్రాయకుండా, మన భాషలో ఆ భావాన్ని వ్రాయాలి.

→ Read the following passage carefully and answer the questions given below:

A. There was a Guru who had mastered the scriptures. One day when he was teaching the Vedas to his disciples, a cat started moving around. This did not disturb the Guru, but was a distraction to some of his disciples. So the Guru instructed his disciples to get hold of the cat and tie it to a pillar. As the nuisance recurred on the following days, the cat was regularly tethered to the pillar before the Guru began his teaching.

Some years later the Guru died. One of his disciples became the new head. The practice of tethering the cat to the pillar continued. After a few months the cat died. When the Guru began his teaching the next day he noticed that the cat was missing. He said, "Don't you know that a cat must be tied to the pillar during my teaching? That is our tradition. "Go and find a cat." The disciples immediately obeyed the order. Blindly following the traditions, thus, is foolish and serves no purpose.

(adapted from 'Oh, Mind, Relax Please!' by Swami Sukhabodhananda).

- i. Why were the disciples distracted?
- ii. What was done to prevent the cat from roaming about?
- iii. Who became the new head?
- iv. What practice continued after the new Guru took charge?

- v. The new Guru was foolish because... (Choose the best answer)
- i) he was blindly following a practice
 - ii) he was fond of cats
 - iii) he disliked traditions.

B. Gifts should be chosen with care. There is no simple formula to guide you while buying gifts. It is easy to choose a gift if you know the recipient well and are aware of his tastes and needs.

Flowers are frequently given as gifts. They can convey a wide range of emotions and sentiments. Red roses symbolize love; white can stand for sympathy and support; yellow suggests friendship; violets beg the recipient not to forget the donor.

Money can be a suitable gift in most circumstances. From the donor's point of view it is convenient. Sometimes, however, the recipient may feel offended that you have not made any effort to find the right gift. He may also be unhappy about the amount of money that has been given. Further, money gets spent and there is no trace left of your generosity.

Another gift that is greatly appreciated is a trip. Travel is a special gift because it offers new and thrilling experiences for the recipient. Memories will linger in the mind long after the trip is over.

Gifts can be given on several occasions and not just on birthdays. Sometimes a gift can reduce the pain and anger of a quarrel or a break-up. An Austrian artist, Gustav Klimt, once wished to put an end to his affair with a lady. But how could he do so without hurting her? Klimt gifted her with an exceedingly beautiful fan. He painted the blank, inner side of the painting and wrote there "Better an ending with pain, than pain without end".

(adapted from 'The Fine Art of Gift Giving', Reader's Digest, February 2001)

- i. When is it easy to choose a gift?
- ii. What do flowers convey?
- iii. State two reasons why money may not be a suitable gift.
- iv. State two reasons why travel is a special gift.

- v. The author conveys that (Choose the best answer).
- i) we should not give gifts as the other person is never satisfied.
 - ii) we should be thoughtful while selecting gifts.
 - iii) any gift we give will be appreciated by the receiver.

C. Do you ever worry about your memory? Perhaps you go into a room and forget what you came for, go blank on names, mislay things? Or there may be something on the tip of your tongue, but you can't get it off. Don't worry. You are perfectly normal. It is the nature of the mind to forget -- and the nature of man to worry about forgetfulness.

Human beings have a prodigious memory. In a few cubic centimeters the brain stores more information than can be stored in a large computer. Today neurologists, psychologists, and biologists are studying the different aspects of memory.

There are two types of memory. Short-term memory lasts only seconds (you look up a telephone numbers and remember it long enough to dial). Long-term memory is stored, probably for life.

(adapted from 'Meet your Memory', Readers Digest, February 1973).

- i. Give two instances of forgetfulness in the passage.
- ii. How much information can the brain store?
- iii. What are the two types of memory?
- iv. Give an instance of short-term memory.
- v. The author suggests that (Choose the best answer).
 - i) Human beings have a poor memory and so they are forgetful.
 - ii) Human beings have a good memory and so they aren't forgetful.
 - iii) Human beings have a good memory, yet they are forgetful.

21. USING A DICTIONARY

Many of you might have used dictionary at least once. Many of you think that a dictionary is something which gives you just the meaning of a word. However, a good dictionary can give you a lot of other information regarding the word, in addition to its meaning.

21.1. Meaning(s) and Word class

A word can have many meanings. A good dictionary gives you all the meanings of the word. For example, the word, coast has at least two meanings - depending on whether it is used as a noun or a verb.

Coast (n) - the land beside or near to the sea or ocean.

Coast (v) - move down a hill without using any power.

21.2. Pronunciation

Pronunciation of the word, both British and American, follows the word.

coast/keust/British English

coast/Koust/American English

21.3. Word stress

Along with the pronunciation, word stress is also indicated. In the word 'record' the stress is different when it is used as a noun and verb.

record *noun*/'rekord/

record *verb*/rɪ'kɔrd/

a) Usage

The dictionary also shows how the word can be used.

coast(n) - Machilipatnam is a town on the east coast of Andhra Pradesh.

Coast (v) - He took his feet off the pedals and coasted downhill.

b) Uncountable/countable

In a dictionary, you find these two symbols: C which stands for countable and U for uncountable.

Coast noun (C,U)

In this case, coast can be used both as a countable and uncountable noun.

21.4 Synonyms

Synonyms are words which have nearly the same meaning. The word, 'coast' has many synonyms such as seashore, beach, seaside, coastline, shoreline, and sand. These synonyms are explained along with examples. If there are minute differences between two synonyms, they are explained so that we use the right synonym. For example, seashore is used to talk about the area by the sea in terms of things such as rocks and waves where people walk for pleasure. However, beach is the sandy area next to the sand.

21.5. Antonyms

Antonyms are words with opposite meaning.
Opposites are also given in the dictionary.

21.6. Patterns and collocations

A good dictionary gives all the expressions associated with the word along with the collocation. By collocation what we mean is the combination of words that occur in a language. For example, we can say 'resounding success' and 'crying shame' but we cannot say 'crying success' and 'resounding shame'. A good dictionary tells us which words go together.

Examples:

along *the* coast/beach

on *the* coast/beach

at *the* coast/beach

by *the* coast

a rocky/unspoiled coast, beach / shore

a stretch *of* coast

If you have a good dictionary, it is like having a good teacher with you always. At any time if you have any doubt, the dictionary can help you in clearing your doubt. There are many good dictionaries available in the market. Many dictionaries come along with a CD. In the CD you can actually listen to both British and American pronunciation of all the words and practice them. Some of the good dictionaries are:

Oxford Advanced Learner's Dictionary

Longman Dictionary of Contemporary English

Cambridge Advanced Learner's Dictionary

Macmillan Advanced Learner's Dictionary

Chambers 21st Century Dictionary

PRACTICE

a) Given below is a list of words. Arrange them in the order in which you find them in a dictionary i.e. ,arrange them in an alphabetical order.

decorate	expensive	compel	formal	compare
money	profit	height	dull	learn
hefty	settle	profuse	parrot	layer
zoo	flock	cover	modest	stage

b) Write the part (s) of speech of each of the following words with the help of a dictionary:

fable	install	merciful	parliamentary	satisfy
safe	relax	gorgeous	record	sure
triumph	oath	lexicon	fountain	corridor

c) Given below is a list of words/phrases. Look up the words in a dictionary. Find out how each word is used. Write a sentence of your own using each of the words/phrases.

avail agenda quench clinch fiction give up
run out generous credential lay talk around
study

d) Find out how these words are pronounced (both British and American, if they are different) with the help of a dictionary. Read them aloud.

gadget rendezvous suggestion player schedule poem question.

How to use a Dictionary

A dictionary will give you the following information about a word:

- How to spell the word and its special plural form
- Whether or not the word is capitalized or abbreviated
- How to break the word into syllables
- How to pronounce the word
- The parts of speech of a word
- Different meanings that the word has, as well as synonyms (same meaning) and antonyms (opposite meaning)
- A sentence or expression with the word used correctly
- The meanings of important prefixes and suffixes
- The special uses of the word
- The history of the word
- Other words derived from the main word.

Special sections in some dictionaries tell you about:

- Foreign words and phrases
- Abbreviations
- Addresses of colleges or government offices
- The population of cities and countries

Applying the following pointers will save time when you use a dictionary:

- Know and use proper alphabetical order
- Use guide words to save time
- Check all abbreviations and symbols in the special sections.
- Substitute the meaning you find for the word in the sentence. Be sure you select the most appropriate meaning, not merely the first one you come to
- Try saying the word aloud after you look at the pronunciation key.

22. TYPES OF READING

- A. Reading the lines :-** Reading for getting the exact meaning. (స్పష్టంగా అర్థం చేసుకోవడం కోసం చదివే విధానము).

Reading a notice.

- B. Reading between the lines:-** Reading for extracting the meaning the author wants to deliver. (రచయిత ధృక్పదము తెలుసుకోవడం కోసం సమగ్రంగా చదవడం).

Reading a poem

- C. Reading beyond the lines:-** Reading by applying person reasoning & power. (వ్యక్తిగత ఆలోచనలతో మేధస్సును ఉపయోగించి తాత్కాలిక ధృక్పదంతో చదివే విధానం).

Reading a novel.

D. Skimming:- Growing through superficially and getting abroad idea.
(పైపైన చదివి విషయం తెలుసుకునే విధానము)

Reading a news paper

E. Scanning:- Locating a thing of personal interest (కావలసిన విషయానకై చదవటం)

Locating a telephone number from a Directory

F. Extensive or Rapid reading:- Stress on key words. (కొన్ని పదాలపై stress ఇచ్చి చదవడం).

Reading a text book

G. Intensive or slow reading:- Going carefully through each and every word. (ప్రతి పదాన్ని, వాక్యాన్ని శ్రద్ధగా చదవడము).

Reading a legal document.

H. Silent Reading:- Reading without lip movemnts. (పెదపుల కదలిక లేకుండా చదవడము)

News paper / Magazine / Text book

I. Reading aloud:- Reading circular or notice. (ఇతరులకు వినిపించేలా చదవడం)

Reading a news item on telephone.

J. Slow reading:- Reading a research paper. (నెమ్మదిగా చదవడము).

K. Average reading:- Reading a text book

L. Fast reading:- Reading a news paper / magazine.

24.0 CURRICULUM VITAE

Curriculum Vitae, otherwise called CV is a written account of an individual's personal, academic and professional achievement details along with his qualification and skills. The CV is sent to prospective employers when one is looking for a job. The format of the CV has undergone a marked change. The contemporary CV contains only necessary information to obtain an interview. **Simplicity** and **sincerity** are the hallmarks of a good CV. It is written in such a way that the content is relevant to the job applied for, as it reflects the suitability of a candidate for a particular job. It presents all the details in a systematic manner, highlighting an applicant's strengths and achievements. A CV must always be typewritten or prepared on a word processor. It must be re-checked to see that no grammatical mistakes have occurred. A CV, neatly presented with relevant details, can create a good initial impression of a candidate.

The 'Resume' is shorter compared to the CV. It is simple and brief.

Study the formats and examples of the following conventional and contemporary CVs and attempt the exercises.

Curriculum Vitae లేదా వ్యక్తిగత, విద్యాత్మక మరియు వృత్తిపరమైన వివరాలు తెలుపుతుంది. ఉద్యోగానికి దరఖాస్తు చేయు సమయంలో మనము మన పూర్తి వివరాలను తెలియజేయాలి. దీనిని **Resume** అని **Academic Vitae** అని కూడా అంటారు. దీనిలో ఉపయోగించే భాష సాధారణమైనదై ఉండి విస్తృతంగా ఉండాలి. పొందుపరచే వివరాలు మనము దరఖాస్తు చేస్తున్న ఉద్యోగానికి సంబంధించినదై ఉండాలి. ఈ వివరాలపైనే నియమాకము ఆధారపడి ఉంటుంది. వివరాలలో వ్యాకరణ దోషం లేకుండా, మన విజయాలను, అర్హతలను తెలిపి చదువురలకు ఇంపుగా ఉండాలి.

The following is the format of a contemporary Curriculum Vitae

CURRICULUM VITAE

Name :
Address :
Contact No. :
E- mail :

Career Objective :

Strengths :

Education

Degree	Board / Institute	Year of passing	Division	Awards/ Medals
P.G.				
Degree				
Intermediate				
SSC				

Sex :

Computer Skills (in detail) :

Educational Qualifications :

Activities and Interests :

Personal Details :

References :

Place :

Date :

Signature

Example:

The following is the format of a Resume

RESUME

Name

Fax

Address

E-mail

Objective
Education
Experience
Special Skills
References

Model of a Resume:

RESUME

G.Subbarao
Plot.86, Sathavahana nagar
Hyderabad
A.P. - 500 070

Phone: 91-040-2344958
e-mail: subbug@gmail.com

OBJECTIVES:

i) To grow from my present position to that of a Sales Manager, Consumer Products industry, in a reputed company. ii) To build competence and grow into higher roles over the next few years.

EXPERIENCE SUMMARY:

- ◆ Graduate in Science-have grown over the last 5 years in the area of Marketing and Sales Management of Consumer Products, covering the entire state of A.P.

- ◆ Have consistently achieved and excelled far beyond specified targets without missing a single year.
- ◆ Consolidating my competence by doing a diploma course in marketing management from Davar's College, Hyderabad

WORK EXPERIENCE:

- ◆ Present Position: Asst. Sales Manager in Forbes Marketing, Hyderabad from May 2005

Responsibilities:

- Managing sales force of 30 executives
- Responsible for sales of diverse products including vacuum cleaners and water filters
- ◆ 2002–2005: Marketing Executive in Nirlep Products, Rajahmundry from June 2002 - April 2005.

Accomplishments:

- achieved targets consistently
- managed sales force of 10 people in the district
- managed network of 40 distributors
- responsible for overall sales and service of products
- responsible for collection of payments

ACADEMIC QUALIFICATIONS

Degree	Univ./Board	Year of passing	Class / Percentage
B.Sc (Bot., Zoo., Chem)	Govt. City College, Hyderabad (Osmania University)	2002	73%
Intermediate (BiPC group)	Govt. Jr. College, Hyderabad	1999	54%

PERSONAL DETAILS

Sex : Male
Date of Birth : 26th January, 1982
Father's Name : G.Suryanarayana
Marital Status : Single
Languages Known : English, Telugu, Hindi
Interests : Cricket, listening to music

Station: Hyderabad
Date:

To sign here
(**Subba Rao**)

Example:

Respond to the following advertisement by preparing a Curriculum Vitae.

Wanted a Computer Programmer - Graduate in Computer Science - Technical Qualifications like C++, Java and CAD - Previous experience - Salary expected.

CURRICULUM VITAE

Name : Rajani
Father's Name : Raja Rao
Date of Birth and Age : 08-03-1983, Age 23 yrs
Full Address : Rajani
203, Shakthi Appartments
Dilshukhnagar
Hyderabad - 500 070

Academic Qualifications :

B.Sc (Computer Science)	Stella College, Hyderabad (Osmania University)	2001-2003	83%
Intermediate (BiPC group)	Govt. Jr. College, Hyderabad	1999-2000	74%

Technical Qualifications : C++, Java & CAD

Experience : Working as Computer Programmer in
Karvy Consultancy, Hyderabad since
August 2003

Languages Known : Telugu, Hindi, English and Spanish

Other Details : Studying M.Sc (Computers), PRR
College of Science & Arts, Hyderabad

Salary Expected : Rs.25,000/- per month

Place: Hyderabad
Date: 25 Feb. 2008

Signature

Example:

**Prepare the CV of Mr.Hari Prasad Sahoo, S/o. Ram Singh Sahoo -
DOB: 16-6-1984, B.Tech (Information Technology), Chaitanya
Bharathi Institute of Technology, JNTU, Hyderabad.**

Name : Hari Prasad Sahoo
Address : 19-1/28 C, Vijaynagar Colony,
Mehdipatnam, Hyderabad
Contact Number : 9393756842
E-mail ID : haripsahoo@rediffmail.com

Career Objectives: Aspire to work in a dynamic organization where there is scope to take up challenges and opportunities to apply problem solving and analytical skills.

Strengths:

- excellent communication skills
- zeal to learn and interact
- commitment

Computer Skills:

Operating System : UNIX
Programming Languages : C, JAVA, DBMS

Educational Qualifications :

B.Tech (IT Science)	Chaitanya Bharathi Institute of Technology JNTU, Hyderabad	2006	72%
Intermediate (BiPC group)	Wesely Jr. College for boys, Hyderabad	2002	84%
S.S.C.	Brilliant Grammar School, Hyderabad	2000	88%

Activities and Interests:

- Singing (Carnatic music)
- Listening to news channels
- Participated in Bournvita Quiz Contest - 2000

Personal Details:

Name : Hari Prasad Sahoo
Father's Name : Ram Singh Sahoo
Date of Birth : 16-06-1984

References:

1. Prof. Kesava Rao
Department of Electronic & Communications
JNTU

EXERCISES

- A. Wanted Assistant Librarian in Grandhalaya Library, Anantapur. The candidate should be a graduate with a degree or diploma in library science. Preference will be given to those who have knowledge of computers. Apply with proper resume in ten days.
- B. Wanted Secretary - Shorthand with good command over English, Computer M.S.Office and Internet - Hardworking and self-motivated. Apply within seven days.

Do you know?

- 'అటగాళ్ళకు శిక్షణ ఇచ్చే వ్యక్తిని' coacher అనకూడదు. coach అనే అనాలి. Coacher అనే పదం ఇంగ్లీష్ లో లేనే లేదు.
- 'మోసగాణ్ణి' కొంతమంది cheater అంటారు. అలా అనకూడదు. Cheat అనాలి. Cheater అనే పదం ఇంగ్లీష్ లో లేదు.
- 'Postpone' కు వ్యతిరేకపదం చాలామంది 'prepone' అని తరచు వాడుతుంటారు. Prepone అనే పదం ఇంగ్లీష్ లో అసలు లేదు. దీనికి బదులు 'advance' అనే పదం వాడాలి.
- వ్యక్తిగత వివరాలను తెలిపే పత్రాన్ని ఎక్కువమంది 'bio-data' అని అంటారు. Bio-data అనే పదం ఇంగ్లీష్ లో లేదు. దీన్ని CV అనాలి. ఇది లాటిన్ పదం Curriculum vitae కు సంక్షిప్త రూపం.
- ఇంగ్లీష్ లో 'నడిచి' అని చెప్పడానికి 'by-walk' అని కొందరు వాడుతారు. 'By-walk అనే expression ఇంగ్లీష్ లో లేదు. దీనికి 'on foot' అని వాడాలి.
- అతను పరీక్ష వ్రాస్తున్నాడు అనడానికి చాలామంది He is writing an exam అంటారు. ఇది తప్పు. He is taking an exam లేదా He is doing an exam అనాలి.
- Compliments (అభినందనలు) అనే పదం ముందు చాలా మంది 'Best' అనే adjective ను వాడుతుంటారు. Compliments best, bad అని ఉండవు కదా. అదే విధంగా Name ముందు కూడ good వాడకూడదు.
- తెలుగువాళ్ళు cinema ను చలన చిత్రం అనే అర్థంలో వాడతారు. కాని ఇంగ్లీష్ పదం cinema కు చలన చిత్రం అనే అర్థం లేదు. దీనికి 'theatre' అనే అర్థం ఉంది. చలన చిత్రానికి మనము ఇంగ్లీష్ లో film, movie లేదా picture అని వాడవచ్చు.
- ఇంగ్లీష్ లో catch, hold పదాలను వాడటంలో కొద్దిగా confuse అవుతారు. కదులుతున్నవాటిని పట్టుకుంటే catch ను, నిశ్చలంగా (కదలకుండా) ఉన్నవాటిని పట్టుకుంటే hold ను వాడాలి.
- అదే విధంగా good-well అనే పదాలు కూడా ఇదే కోవలోనివే. Good కు మంచి అని, well కు 'ఆరోగ్యంగా' అని అర్థం వుంది. కాని వాడుకలో చాలా మంది తప్పు చేస్తుంటారు.

- **Sink-drown** ఈ రెండు పదాల ప్రయోగంలో కూడా సాధారణంగా తప్పు దొరలుతుంటుంది. వస్తువులు మునిగిపోవటాన్ని **sink** అంటారు. మనుషులు, ఇతర ప్రాణులు మునగటాన్ని **drown** అంటారు.
- ఇదే వరుసలో **tell-say** అను పదాలు చేరుతాయి. **tell** కి 'చెప్పటం' అని **say** కి 'అనటం' అనే అర్థాలు వున్నాయి. చెప్పాలంటే వినటానికి ఒకరు తప్పక ఉండాలి. అనటానికి మరొకరు తప్పనిసరిగా ఉండాలి అవసరము లేదు.
- చాలా మంది **alone-lonely, house-home, roof-ceiling, sell-sale** మొదలగు పదాలు తప్పుగా వాడుతారు. **Alone** కి ఒంటరిగా, ఒక్కడే లేదా ఒక్కతే అనే అర్థం వుంది. **Lonely** కి 'విచారంగా' లేదా 'బాధగా' అనే అర్థం వుంది. ఏ భవనాన్నయినా **house** అనవచ్చు. తన కుటుంబంలో ఒక వ్యక్తి నివసించే చోటుని లేదా ఇంటిని **home** అంటారు. ఇంటి పైకప్పును '**roof**' అని లోకప్పును '**ceiling**' అని అంటారు.**Sell** కు 'అమ్ము' అనే అర్థం వుంది. **Sale** కు 'అమ్మకం' అనే అర్థం ఉంది.

పదాల ప్రయోగంలో గల వ్యత్యాసాలను గమనించడము, భాష నేర్చుకోవడంలో చాలా ప్రాధాన్యం గల అంశము. ఈ పోటీ ప్రపంచంలో నిలద్రొక్కుకోవటానికి కావలసినది మంచి భాష మరియు వ్యక్తీకరణ. ఈ ప్రక్రియలో భాగమే ఈ ప్రయత్నం. ప్రత్యేకంగా పోటీ పరీక్షలు అంటే TOEFL, GRE లాంటివే కాకుండా ఇంటర్వ్యూలలో తరచుగా ఇలాంటి ప్రశ్నలే ఎదురవుతుంటాయి. యువతకు ఈ రంగంలో తర్ఫీదునిచ్చే ఇలాంటి పదాలు వాటి మధ్య ఉండే భేదాలు తెలుసుకొనవలెను.

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